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**BIBLIOGRAPHIC INFORMATION SYSTEMS
FOR
MANUSCRIPTS IN TURKEY**

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**A thesis submitted in partial fulfilment of the requirements of
the University of
Northumbria for the degree of Doctor of Philosophy**

in collaboration with the Turkish National Library

JUNE 1996

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To my wife and my son

Acknowledgements

I would like to acknowledge the assistance of the TÜYATOK Office, the Turkish National Library, the General Directorate of Libraries and all the libraries in the sample groups in allowing me to perform questionnaire surveys, to conduct interviews with library staff and to observe activities in the libraries and the manuscript users who responded to the questionnaires.

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I would finally like to acknowledge the help and advice given by my director studies Dr M H Heine and my supervisor Mr R J Hartley. Without their encouragement this work never have been completed.

ABSTRACT

This thesis examines the problems of manuscript cataloguing in Turkey, the problems which manuscript users meet, users' needs and expectations from a bibliographic information system, technological options for a bibliographic information system and proposes a improved bibliographic information sytem for manuscripts in Turkey.

In order to determine the present situation in Turkey and collect data for the system design, two surveys (library and user surveys) were performed, staff in the libraries and TÜYATOK (The Union Catalogue of Manuscripts in Turkey) Office and manuscripts users were interviewed, and observations were made in the selected libraries. The library survey and user survey performed in five major Turkish libraries and one hundred users were questioned. In addition to the surveys in Turkey, a questionnaire survey also performed in United Kingdom to collect information and possible solution(s) for improving the present situation in Turkey. This survey also included five British libraries, but four of them responded.

The position with cataloguing of manuscripts in Turkey is unsatisfactory. Insufficient cataloguing codes, transliteration schemes, quality and quantity of staff, lack of co-operation between the libraries and support from the government are the major problems in the present situation.

The manuscripts users' needs and expectations from a bibliographic information system are considerably diffrent than the other types of library materials. They need more detailed bibliographic data and comprehensive bibliographic records. So any attempt to improve the present system must take into account this situation.

The thesis concludes with possible solutions for the mentioned problems and proposition of a feasible bibliographic information system which involves co-operative computer-based approach.

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CHAPTER I. INTRODUCTION

This chapter aims to provide introductory information about the research such as research subject, research problems, aim of the research, methodology of the research and structure of the thesis.

The thesis is structured as follows; Abstract, Acknowledgements, Table of Contents, List of Tables, Text, Bibliography and Appendixes. The text part of the thesis divided into 9 chapters. Quotations are numbered in brackets (as [1]) in the text and listed as references at the end of each chapter.

Aims of the chapters are placed at the beginning of each chapter to provide clear understanding of the text. Each chapter is divided into sections and sections are numbered indicating chapter and section (as I.1., I.2., I.2.1.) to show the hierarchic structure.

The introductory chapter is followed by chapter II The Characteristics of Manuscripts (MSS) , chapter III Cataloguing, chapter IV Manuscript Cataloguing with Special Reference to Turkey, chapter V The Present Situation in MSS Cataloguing and Organisation in Turkey and United Kingdom, chapter VI A Survey of MSS Users in Turkey, chapter VII Technological Options for Improving Access to MSS, chapter VIII A Proposed Bibliographic Information System for MSS in Turkey and chapter IX Conclusions.

Chapter II contains a review of the characteristics of Western and Islamic manuscripts. Chapter III provides a review of manual and computer-based cataloguing in general. Chapter IV consists of a review of MSS cataloguing codes and MSS cataloguing in Turkey. Chapter V provides the

cataloguing codes and MSS cataloguing in Turkey. Chapter V provides the results of the two surveys which were undertaken in the British libraries and in the Turkish libraries to determine and compare the present situation in MSS cataloguing and organisation in Turkey and United Kingdom. Chapter VI provides the results of the user survey which was undertaken to determine the needs and expectations of the Turkish users for a bibliographic information system and the problems which the users meet with the present system. The results of the surveys were taken into account in the designing of bibliographic information system. Chapter VII identifies the technological possibilities for a system to provide improved access to MSS in Turkey and evaluation of them in the light of the survey results. Chapter VIII puts forward a proposal for a bibliographic information system including management aspects of the system. Chapter IX includes an overall conclusion and recommendation for further investigations and related studies.

I.1. RESEARCH SUBJECT

It is necessary to define the terms of manuscript, Ottoman manuscript, Islamic sciences, bibliographic information and cataloguing to provide a clear understanding of this particular chapter and the research in general. Therefore, the definitions of the above terms are given below:

The term 'manuscript' comes from the Latin words manus which means hand and scriptus which means written [1]. The term is defined in the ALA Glossary of Library and Information Science [2] as:

"1. A work written by hand. 2. The hand written copy of an author's work before it is printed; or, loosely, the author's typescript. 3. In archives, usually used to distinguish non-archival from archival material; it includes

groups of personal papers which have organic various sources usually according to a plan but without regard to provenance, and individual documents acquired by a repository because of their special importance."

One of the definitions which is given by the Oxford English Dictionary [3] is; "A book, document, etc., written before the general adoption of printing in a country; a written copy of an ancient author or book". This definition is closer to the definition of manuscript as used in this study. The study is primarily interested in Ottoman manuscripts which were written on paper and which are in book form and held in Turkey.

Ottoman MSS can be described as: MSS written during the time of the Ottoman Empire which stretched its borders over the three continents (Europe, Asia and Africa). Since Ottoman rule extended over the Balkans, Anatolia, the Middle East and Northern Africa from the beginning of 14th century to the end of 19th century, the MSS in these regions during this period are also recognised as Ottoman manuscripts. As an extension to this definition, the concept of Ottoman manuscript also includes manuscripts in the Ottoman language which is old Turkish written in the Arabic Alphabet. However, during the Ottoman era, Arabic was the language of science and use of Arabic in the literature was common for the Islamic sciences. (Islamic sciences are related to theological sciences such as Islamic law, Islamic tradition, Koranic commentary, Jurisprudence, Principle of Jurisprudence, etc.) Therefore, the study covers Islamic manuscripts in all languages held in Turkey as Ottoman manuscripts. Ottoman manuscripts were written on all subjects, as for Medieval Western manuscripts, religion was the dominant subject in the Middle Ages.

"Bibliographic information" is the information which distinguishes information sources and which provides descriptions which permit access to those information sources. [4] This definition will lead us to the concept of cataloguing. Library cataloguing can be viewed as consisting of two activities: subject cataloguing and descriptive cataloguing. Subject cataloguing is concerned with the analysis and representation of the subject content of an item. Descriptive cataloguing, which is the main element of this study is concerned with accurate identification and description of items as physical entities/artefacts.

The research subject of this study can be formulated as "undertaking a feasibility study for bibliographic information system for manuscripts in Turkey". The emphasis in the study is on the design and management aspects of such a bibliographic information system rather than techniques that support the cataloguing processes which form part of it.

I.1.1. BACKGROUND AND THE RESEARCH PROBLEM

Turkey has rich manuscript collections with approximately 600,000 volumes, almost exclusively Islamic MSS. The collections are at present only thinly catalogued, and in particular Turkey has no national union database or catalogue. As a result, and predictably, gaining access to bibliographic records for Ottoman MSS -and hence to the MSS themselves- is not an easy matter. Consequently this vast intellectual and historical resource is not fully exploited.

There are several factors which have affected the organisation of Ottoman MSS both at national (Turkish) and international levels as well as the

technical aspects of their cataloguing. The technical aspects of cataloguing of Ottoman MSS are complex and specialised. Cataloguing of such MSS, in general, requires interdisciplinary knowledge and expertise in linguistics, palaeography, literature, theology, art, history and librarianship. Since it is obvious that one person is not capable of providing all this expertise, manuscript cataloguing requires team work which makes the process very slow.

At the national level; the studies which were performed by the author in Turkey confirmed that cataloguing of MSS is one of the major, even crucial, problems of Turkish librarianship. Some works had been undertaken -which will be described later- to catalogue the MSS collections at different times, but they have been intermittent, incomplete or have ceased. The Turkish National Library has also neglected the subject because of its other priorities and the limited possibilities for co-operation between it and other libraries in Turkey and internationally for manuscript cataloguing. The National Library has been carrying the responsibility for bibliographic control of manuscript collections at the national level since 22 June 1992. Before 1992, the responsibility for bibliographic control of manuscript collections at the national level was carried by the General Directorate of Libraries which is the central organisation for public libraries in Turkey. Because of the lack of co-operation between the institutions, all the MSS cataloguing activity was undertaken independently. This was in spite of the attempts by the TÜYATOK (The Union Catalogue of Manuscripts in Turkey) Office to manage bibliographic control of MSS in Turkey. Because of the managerial and superintendency priorities of the General Directorate of Libraries, the responsibility for the MSS was taken from this organisation and was given to the National Library by the Ministry of Culture, and in

consequence the TUYATOK Office which had been organised within the General Directorate of Libraries, moved physically into the National Library and became a part of its organisational structure in 1992.[5]

The TÜYATOK Project has however met problems in the new organisational structure. There has been no written plan or timetable for the project. Therefore, the activities in the TÜYATOK Office have been going on as ordinary unscheduled, resource-driven processes rather than as supporting a planned project in the National Library. (For more detailed information about the TÜYATOK see section IV.4.1.)

Approximately 50,000 out of 600,000 MSS known to exist have been catalogued by the TUYATOK Project as at end of 1993. [6] The catalogues which were published by the Office include 12,000 records in 15 volumes, and the current rate of publication is approximately only 1,000 records per year. At this rate of progress it will take approximately 500 years to complete the union catalogue. This situation, even by itself, appears to confirm the need for a new bibliographic information system, possibly with IT support.

The problems which Turkish MSS cataloguers meet, which we will describe fully later, can be categorised as follows;

1. The problems which originate from the nature of MSS cataloguing :
 - Determination of authorship
 - Determination of author's name, calligraphist's name, etc.
 - Determination of the validity of information given by the calligraphist
 - Unreadable calligraphy
2. The problem of transliteration of Arabic, Persian and Ottoman. (The

Turkish People have been using the Latin Alphabet since 1928 and bibliographic information must be presented in Turkish in Latin Alphabet. There are significant problems of transliteration of Ottoman Turkish).

3. The problem of inappropriate, ambiguous or insufficient cataloguing rules and classification schemes for Islamic subjects.
4. Lack of authority files at national level.

As mentioned earlier, there are some other problems at the international level. At the international level, there are uncertainties, and even confusion, in both the technological and manual standards for cataloguing MSS. According to Aman [7] ;

"many Asian and African librarians believe that American and European librarians do not fully understand the problems that the Asian or African book poses to its cataloguer, and they are concerned that current cataloguing and classification practices do not take the unique properties of non-western materials into account".

He also adds that the problems of cataloguing and classifying non-western materials are far from solved even after the publication of the second edition of the AACR. According to Waley [8],

"The adoption of a standard format for bibliographical description of Islamic manuscripts would make research and collaboration for easier. Standards for describing manuscripts do exist (e.g. Manuscripts : a MARC format, Washington D.C., 1973; Anglo-American Cataloguing Rules, 2nd edition, London 1978, p. 110-124; Nancy Sahli, MARC for archives and manuscripts: the AMC format, Chicago 1985). Though useful to many, these are not entirely suitable for our specific purposes, for various reasons."

McCrank [9] indicates that

" the older manual approaches to manuscript description were outdated and could not be usefully imitated, and the standards for traditional manuscript cataloguing have been quite uncertain".

According to Egmond [10] , there is a need to develop standards for describing manuscripts which are specially designed to meet the needs of manuscript librarians as cataloguers and the users of MSS. Related discussion continues concerning the technical standard MARC-AMC. Hope Mayo [11] shows the usage and limitations of MARC-AMC but indicates that MARC-AMC formats should be used despite its limitations. She also adds that "adequate implementation of any MARC cataloguing of medieval manuscripts will require continued contributions..." .[12] Thomas L. Amos who was in the team of the Hill Monastic manuscript Library's computer-based cataloguing project (one of five existing non-MARC computer catalogues for MSS in the USA) [13] , comments that "MARC records function well for most modern printed materials" and adds that the AMC format and the AACR2 cataloguing rules behind it are almost "totally irrelevant" for medieval MSS, and the search strategies involved in securing user access to them. He argues that the worlds of MARC and manuscript are separate. [14]

It seems clear that MARC-AMC, which is the one major, Western, bibliographic control utility for MSS control, is not widely accepted even by the Western information communities. However, in the USA, manuscript cataloguing projects which do not involve the MARC-AMC format are no longer funded by the major funding organisations and the American Archivists Society has been promoting the usage of MARC-AMC. [15] This seems likely to encourage Western archivists to adopt MARC-AMC.

It can be said that pride (national and professional) -as well as inappropriateness- is the one of factors for rejection of the existing standards. Especially, Western standards are thought as "bibliographic imperialism" by some eastern librarians. However, as indicated by McIlwaine "national pride is very understandable, but it can also creates great problems". [16] It is obvious that such value-laden standpoints will add to the existing problems in the field, whether rationally justifiable or not.

There has been -at the early part of the 1990s- no systematic attempt or study to improve the present situation in Turkey. There are limited number of studies which have dealt with Ottoman manuscript cataloguing, but most have dealt with the historical aspects of the subject. Maceferri's two articles [17] [18] deal with the cataloguing of Ottoman Turkish personal names and romanisation of Ottoman Turkish. The studies by the Library of Congress [19] [20] also deal with Ottoman names. Although they were concentrated on MSS in Turkish (Ottoman), the most important and valuable contribution to the subject appears to have been from the leading expert, Professor Eleazar Birnbaum, his seven papers are the principal sources for the researchers who work in the field. The first paper [21] provides detailed linguistic analysis of the transliteration of Ottoman Turkish for library and general purposes. At the end of this paper an "Ottoman Turkish Transliteration Scheme" is provided and this scheme is given in the Appendix I. The second paper [22] deals with Ottoman Turkish names and at the end of the paper "Rules for Author Entry for Turkish Names in Library Cataloguing and Alphabetical Listing" is provided. The rules are also given in Appendix II. The third paper [23] provides a critical review of Parts 2-4 of the Berlin Catalogue compiled by Gotz and Sohrweide. The fourth [24], fifth [25], sixth [26] and seventh

[27] papers provide the results of the critical surveys of printed catalogues of Turkish MSS in the libraries of Asia, Europe and North America which have appeared since 1960. The papers also provide information on collection of MSS which were (are) still uncatalogued.

Leman Cankaya's article [28] deals with cataloguing rules for Turkish authors which embody the styles of the Turkish National Library regarding Ottoman names.

Bayoglu's article [29] is a descriptive study about the project of the Union Catalogue of MSS in Turkey. The studies by Erunsal [30] [31] [32] [33] deal with the history of Ottoman libraries. Emsem's [34] , Cakin's [35] and Cunbur's [36] papers also deal with the history of Ottoman libraries.

It was regarded as obvious at the commencement of the present study that some research needed to be undertaken to identify the scope for establishing co-operation between Turkish libraries at national and international levels, for reducing cataloguing time, for increasing the quality of bibliographic records, and for providing satisfactory (in terms of quality and speed) bibliographic information to the national and international MSS users. These were the motivations for and basic supporting factors for the present study.

With the background information given above which can be abruptly summarised as follows:

- Ottoman MSS comprise a rich manuscript collection which is catalogued poorly or not at all,
- No Turkish database exists which covers all MSS in Turkey,

- It would take approximately 500 years to establish a union catalogue of such MSS under the present system working at its present strength.

The key managerial problems are those of:

- Reducing the figure of 500 years to much smaller one,
- Doing so on the basis of an improved system for bibliographical control of such MSS which is based on evidence of users needs and expectations,
- Doing so in the light of both present realities, and options opened up by new information technology.

The provisional starting points for the investigation were, further to this, that:

- Turkish libraries need enhanced co-operation to improve the present MSS cataloguing situation and the Turkish National Library appears to be the most appropriate organisation with which to liaise in regard to the development of a relevant national program in Turkey, among the existing organisations in Turkey.
- The TÜYATOK Project would need to be studied and reviewed since in its present existence as a part of the National Library, the TÜYATOK Office does not have the status and authority necessary to implement change.
- Studies of users and usage would need to be a firm pivot in attempting to identify a suitable system.

I.1.2. AIM OF THE STUDY

In summary, this study aims to design a feasible co-operative bibliographic information system for manuscripts in Turkey. The study recognises, as part of this broad aim :

- to identify the problems of manuscript cataloguing,
- to identify the problems which manuscript users meet,
- to identify manuscript users' needs and expectations of a bibliographic system,
- to explore the usage of technological possibilities such as optical disks, networked information systems, microform systems, OPACs and expert systems for Ottoman manuscripts in Turkey.

I.1.3. THE METHODOLOGIES

Qualitative and Quantitative research methods were used in this present study. Qualitative research

"is referred to in the literature by a number of terms, including naturalistic inquiry, ethnographic research, field research or field work, unobtrusive measures, observation, grounded theory research, and interpretive procedures". [37]

According to Glazier [38], qualitative research

"can be understood in terms of the means of collection and type of data collected. These include observations, interviews, content analysis of documents, articles, books, audio- and videotapes, even descriptive statistics such as census data."

Qualitative research method is used to determine the present situation relating to MSS holdings and access, description of bibliographic information, staff and expertise, usage, funding, technological possibilities, users' needs and expectation from a bibliographic information system. The comparative method was also used. This facilitated understanding of the similarities and differences between two different cultures (British and Turkish) concerning the approaches to MSS control and applications in

MSS control. The motivation for the comparison was that this would create an opportunity to clarify understanding of the subject, to find out useful solutions for cataloguing of Islamic MSS in Turkey from the United Kingdom which is advanced in librarianship and to design a successful system.

There is no agreed definition of "quantitative research method". However, definitions agree that quantitative research involve measurement and numbers.

The required data (both quantitative and qualitative) were acquired by performing by using a variety of data collection methods : questionnaire surveys, interviews and direct observations.

The first questionnaire which was titled "The Questionnaire on the Management of Manuscripts in Major British Libraries with Particular Reference to Ottoman Manuscripts" (see Appendix III), was designed to determine the present situation in the United Kingdom. The second questionnaire which had two separate sections (1) The Library Survey (see Appendix IV) and (2) The User Survey (see Appendix V), in Turkey, was designed to determine the present situation in Turkey.

The libraries in the UK were selected from the book "Middle East Materials in United Kingdom and Irish Libraries" [39] and on the advice of the academic staff of the Department of Information and Library Management, University of Northumbria at Newcastle. The sample group comprised five libraries. These were :

- the Bodleian Library of Oxford University,**
- the British Library Oriental and Indian Office Collections,**

- the Chester Beatty Library-Dublin,
- the Library of the University of London-School of Oriental and African Studies,
- the John Rylands Library-University of Manchester.

The questionnaires were posted to these libraries in March 1994 following pilot testing at Durham University library and all libraries responded. (The John Rylands Library replied that "while they have Turkish MSS, they are, regrettably, not adequately recorded or catalogued" and "any response would not be meaningful".)

The libraries in Turkey were selected on the advice of the academic staff at the Department of Library Science, Hacettepe University in Turkey. The sample group comprised five libraries. These were :

- the Beyazid State Library,
- the Istanbul University Library Division of Rare Books and Museum,
- the Konya Regional Manuscript Library,
- the Süleymaniye Library,
- the Turkish National Library.

The libraries in the sample groups were selected because of the characteristics of their collections and their status in each country as national, university and specialised libraries in MSS. In addition to these, the libraries hold the major collections in each country. The survey was completed in June-July 1994.

The user survey was performed in the same Turkish libraries as those named above between June 1994-April 1995, to determine MSS users'

needs and expectations for a bibliographic information system supporting access to Ottoman MSS.

I.1.3.a. THE STRUCTURES OF THE QUESTIONNAIRES

The first questionnaire, in English, comprised two parts:

Part A Western MSS: Holdings and Access,

Part B Ottoman MSS: Holdings and Access.

The questionnaire included both open-ended and closed questions. The questionnaire included closed questions, because of collecting similar and particular data to determine the libraries' approaches for the similar applications, the cataloguing problems of MSS and usage of the standards and tools for cataloguing. The questionnaire included open-ended questions, because of the determination of the individual characteristics of the libraries and their MSS collections and the applications. As mentioned above, a pilot version of the questionnaire was performed to clarify the questions at Durham University Library .

The second questionnaire, in Turkish, comprised 4 parts:

A: Holdings and Access,

B: Staff and Expertise,

C: User Studies,

D: Legal and Financial Support.

This questionnaire also included both open-ended and closed questions for same reasons which were mentioned above .

The third questionnaire covered MSS users in the libraries in Turkey and comprised 3 parts:

- A: Access to MSS,
- B: About the Library,
- C: IT skills.

This survey aimed to determine the problems which users meet in these libraries to access MSS, users' expectations from a bibliographic information system and their skills in using IT. The questionnaire included closed questions (mainly) and open-ended questions. The questionnaires were left with the libraries and collected in March 1995. However, the questionnaires which were left in Istanbul University Library were lost by them. The survey was extended until the end of June 1995 in this Library. It was planned to receive 100 completed questionnaire forms and in fact a total of 100 questionnaires were received from users of the five libraries.

The translation of both the second and third questionnaires into Turkish was difficult because of terminological problems. For example, the word "tezhib" is translated into English as "illumination" in the Kitaplikbilim Terimleri Sozlugu (The Dictionary of Library Science Terms) [40] which is widely accepted and used by the Turkish Library Community as a basic reference source in Turkish. However, the term "illumination" does not cover the full meaning of "tezhib" and Dr Gundogdu's and Professor Tuncer's (who are academic members at Hacettepe University) assistance was helpful and common solutions were found in such situations. In addition to this, some additional questions or options or amendments to original questions, were added to the questionnaires with their assistance. For example, an option was placed into question A4 as "option (f) 'by acquisition number' " in the library questionnaire. It was observed that all

librarians ticked this option as the way of organisation of manuscripts on the shelves in their library.

The pilot version of the questionnaire so developed was tested at the TŪYATOK Office in the Turkish National Library.

I.1.3.b. THE INTERVIEWS IN TURKEY

The early interviews for the research, in general, had been arranged with the chief librarian of TŪYATOK (Türkiye Yazmaları Toplu Katalogu-The Union Catalogue of Manuscripts in Turkey) Office. The interviews were investigated the TŪYATOK Project and works to identify the problems with the Project and to establish basis for the research proposal for this particular study. The interviews were conducted with the Chief librarian of TŪYATOK Office on the 10 June 1993 and 17 June 1993. The questions were designed as "freely answerable" questions and were delivered by the interviewer. The interviews were not taped so as to give more freedom to the interviewee to answer the questions. (In any case, because of the Turkish Official Secrets Act, civil servants are generally reluctant to provide information where taping the interviews is concerned). This also avoided or reduced a formal and stressing atmosphere for the interview. These interviews provided useful preliminary information for the study. The report of this interviews is given in Appendix VI.

After the establishment of the research basis in Newcastle some other interviews for this particular study were conducted a year after the first interviews in Turkey, in June-July 1994. The first interview was conducted at the General Directorate of Libraries with the General Director on the 22nd of June. The interview was not structured or taped, and it covered all

aspects of MSS in Turkey. The formal permission for the second and third questionnaire surveys was sought at the end of the interview, and granted. A copy of the granting letter which sent to the governors of the provinces is given in Appendix VII. (in Turkish).

The second interview was conducted on the 5th of July with Mr Bayoglu, the chief librarian of the TÜYATOK office. During the interview the pilot version of the second questionnaire which was translated into Turkish was used and the interview also sought to identify the recent developments in the TÜYATOK Project. The interview was again not structured and every aspect of the MSS in Turkey were included. The interview was not taped for the reasons mentioned above. Following to this interview, the pilot version of the third questionnaire (the user survey) was administered in the Turkish National Library. Ten MSS users interviewed to clarify the questions. However, the users declared that all questions were clear to understand and did not provide any cause for revising the questionnaire.

In addition to these interviews the following interviews were conducted in Beyazid State Library, Süleymaniye Library, Istanbul University Library, Konya Regional MSS Library and Turkish National Library. During the interviews, information about the libraries, the MSS collections and MSS related activities in the libraries was acquired and the interviews were again not structured or taped for the reasons given ;

<u>Name of the Interviewee</u>	<u>Date</u>	<u>Place</u>
Mr Tavaci	8 July 1994	Beyazid State Library
Mr Kocaman	8 July 1994	Beyazid State Library
Mr Ulker	11 July 1994	Süleymaniye Library

Mr Nurcan	11 July 1994	Süleymaniye Library
Mrs Cesmeci	12 July 1994	Istanbul University Library
Mr Eken	18 July 1994	KRML
Mr Kaya	21 July 1994	Turkish National Library

I.1.3.c. THE OBSERVATIONS

During the visits to the Turkish libraries and the TÜYATOK Office carried out in conjunction with the interviews, observations were made of the following :

- the working conditions for MSS processing,
- the storage areas of MSS,
- the use of the bibliographic tools for assisting to catalogue MSS,
- the cataloguing of MSS,
- the MSS catalogues themselves,
- microfilming practices in regard to MSS,
- activities in the TÜYATOK Office.

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CHAPTER II. THE CHARACTERISTICS OF MANUSCRIPTS

This chapter provides a review of the characteristics and basic knowledge of Western and Islamic MSS, understanding of the subject area, and the similarities and differences between Western and Islamic MSS in terms of bibliographic data. It was thought that if there is no difference between the MSS for the two cultures in terms of bibliographic data which affect the presentation of bibliographic information, the Western cataloguing rules can be used at least for the presentation of bibliographic data for Ottoman MSS to the users at national and international levels.

II.1. HISTORICAL DEVELOPMENT OF MSS

We recall from the previous chapter that the term manuscript has two distinct meanings: (1) the first copy of a book or piece of writing before being printed, (2) the book which is hand-written, illuminated or ornamented or elaborated before printing appeared in a country, and that this study is primarily interested in "manuscript book".

As described above, manuscripts are primarily hand-written works, where authors may have used primitive materials such as bark (originally), and later, date palm leaves, clothes or plastered woods. In addition to these ordinary materials, an expensive material, silk, has been used in China. Clay tablets were used as writing materials for manuscript production in the next period of MSS history. Later, papyrus was used as writing material in ancient Egypt and the copies of the Book of the Dead are examples of MSS which were written on papyrus. Papyrus is

"a writing material of the ancient Egyptians, Greeks, and Romans, made of longitudinal strips of fibre from the papyrus plant, placed in two layers at right angles". [1]

There are two distinctive types of book or manuscript which were known in the ancient world. These are the rotulus or scroll, and the codex or flat-leaved book. The rotulus or scroll form came into use before the codex form. [2] These two early forms of book pioneered the next developments of book forms.

The next development in writing materials was parchment. Parchment is defined as;

"Usually, the split skin of lamb, sheep, or occasionally goat or young calf, prepared by scraping and dressing with lime (but not tanned) and intended for use as a writing or binding material". [3]

Parchment was developed and first used in Pergamun (in Anatolia) in the fourth century (AD). Parchment was the material preferred for the codex form, and the rotulus form was replaced by the codex form after the development of parchment. [4]

The next and last issue was the paper as writing material. Paper was a Chinese invention probably of the second century.

II.2. COMPONENTS OF MANUSCRIPT

Many medieval manuscripts were decorated using calligraphy and illumination. Binding, especially illuminated or ornamented binding is also acceptable as decorative art of manuscripts.

The term "calligraphy" is defined as; "The art of fine handwriting: penmanship". [5] The term 'script' is also used in the literature instead of calligraphy, however, calligraphy includes more artistic features than script.

The type of calligraphy is an important element of bibliographic data for MSS users. Especially, Islamic MSS which includes various types of calligraphy and some users may prefer to read particular calligraphic styles.

Illumination in manuscripts is described as; "The painting of initial letters at the commencement of a chapter of a manuscript in gold, silver, or colour." [6] Although initial decoration is very important and common, Western illuminated manuscripts also include illustrations and decorative patterns. Therefore, this definition seems insufficient. The ALA's definition for illuminated manuscripts ; "Adorned by hand with richly coloured ornamental initial letters, decorative designs, or illustrations" [7], seems more accurate than previous definition. Islamic manuscript illumination includes calligraphic decoration, usage of different calligraphic styles, illustrations such as miniatures and decorative patterns and decorated paper which is called "marble paper".

Binding was a very important matter for the manuscripts. Manuscript production was not easy and manuscript leaves needed good and firm protection. On the other hand, beautiful and decorated binds were important for the attraction of the medieval noblemen.

II. 3. THE CHARACTERISTICS OF WESTERN MANUSCRIPTS

As stated by De Hamel [8] the field is too vast to permit ready generalisations and there is no specific statement about the production of medieval manuscripts that can be applied to every manuscript. However, the Church was the primary institution for the people in medieval Europe. Most literate people in the Middle Ages received their education from the Church since teaching children to read was one of the parochial duties of the Church [9], and early MSS were produced in the Church.

Manuscripts were the precious possessions of ecclesiastical and secular patrons and they were written and illustrated in monastic foundations by monks, during the earlier part of the Middle Ages. The monks had worked in the part of the abbey which was called the scriptorium. [10]

Until the 11th and 12th centuries, most of the manuscripts were written in monasteries. There was little private ownership of manuscripts and religious communities produced manuscripts for their own use. The number of manuscripts was limited. By about 1100, however, the number of texts was increasing and monastic libraries had difficulties in keeping their collections up to date. Therefore, the libraries began employing secular scribes and illuminators to collaborate in manuscript production. In the 12th century, Paris and Bologna universities started education that was independent of religious belief-systems. As a result of this educational change, workshops for manuscript production and book shops were established to meet the students' needs. According to De Hamel [11] there were certainly book shops in the big university and commercial towns,

arranging the writing out of new manuscripts and trading in second-hand copies.

During the 13th century, knights, princes and noblemen commissioned manuscripts for their own private use and to show their wealth. Guilds of illuminators were founded and the writing and illustrating of manuscripts became a commercial enterprise with properly organised workshops, commissions and payments. [12] [13]

By about 1300, manuscript production had become a rare duty of a monastery and monks started to buy their manuscripts from the shops.[14] It can be said that until about 1100 most manuscripts were made by monks, and after about 1200 most manuscripts were probably not made by monks. [15]

II.3.1. CALLIGRAPHY IN WESTERN MANUSCRIPTS

Although many medieval manuscripts are decorated, by no means every manuscript includes illumination. But, most manuscripts included plain regular calligraphy. The initial letter decoration was quite important for the art of calligraphy and illumination in Western manuscripts. The earliest initial letters combining script and decoration appear in the West in the fourth century. [16] From late antiquity, the custom of enlarging the initial letter and filling it in with colour began. The earliest Irish manuscripts at the beginning of the seventh century already show text divided into sections each marked by big penwork initial ornamented with interlaced patterns and simple animal forms. For the next eighth hundred years the manuscripts usually opened with an enlarged initial on the first page, and

indicated chapters or other subdivisions in the text with similar but slightly smaller capitals. [17]

Throughout the medieval period manuscripts there are initials of different sizes, depending on their position and function in the text. (Medieval books have no title pages and the opening initial serves the function of introducing or announcing the beginning). The decoration was added after to the writing of the text, i.e. the script was supplied first, and blank spaces were left for the decoration. [18]

II.3.2. ILLUMINATION IN WESTERN MANUSCRIPTS

According to Diring [19] illumination of manuscripts is

"the art of embellishing vellum-manuscripts by painted pictures and/or ornamented letters and geometric design, in gold and colours, particularly on the borders of the pages."

Every aspect of medieval life such as making war, games, clothes and instruments was illustrated in Western manuscripts. Non-religious books were illustrated as well as religious books. [20]

The history of manuscript illumination between 1000 and 1500 was broken up into two general groups, the Romanesque style and the Gothic style, by Mitchell. [21] She noted that

"there is no precise dividing line between the two and, at the same time, each general title embraces a great number of different trends varying not only from country to country but also from one period of time to another. The Romanesque style spans the period from the Millennium until about 1200 when new trends consolidate to form the Gothic style." [22]

Manuscript illumination entered a slow and final decline from about 1500 in this period known as the High and Late Renaissance. [23]

II. 3.2.a. THE ROMANESQUE STYLE OR PERIOD

The effect of Romanesque art throughout Western Europe was to create individual styles in each country [24] [25] and generated a vast field for the present study. Therefore, this part of the study is arbitrarily confined to the English (Norman) style.

In this period, the 11th century initial illumination was still widely used, but it became enlivened by an interlace of leaves, stems and branches, and by additional ornamentation that introduced winged dragons, birds, fighting men, signs of the Zodiac, and so on, as well as by scenes illustrating the text. The full page miniature, however, became the more characteristic feature of the great books of the 12th century. [26]

According to Diringer [27] , it was a period of experiment and transition. The main products of this period are fine Bibles, Psalters, Missals, and other liturgical service books which were prepared in monumental size, and in a more luxurious manner and with more expensive materials than ever before.

II. 3.2.b. THE GOTHIC STYLE OR PERIOD

The art of manuscript illumination was centred on Paris and the French led in manuscript illumination throughout the Gothic period. [28]

One of the main features of the 13th century illuminated manuscripts was the reduction in the number of volumes. For example, three volume Bibles were replaced by the single volume and 'handy' volumes were produced in great numbers. In consequence, the large, bold characters were replaced by small, neat and clear minuscule, and the illumination adapted to this change. The initial decoration became fashionable, often replacing a miniature, and full page miniatures were often subdivided into compartments, each containing a picture of the size of the miniatures enclosed in larger initials. [29]

In the late 13th century English illumination was developing rapidly and the closing years of the 13th century and early years of the 14th century may be considered the last great period of English illumination. [30]

II. 3.3. BINDING OF WESTERN MANUSCRIPTS

Binding is the last stage in producing manuscripts and the history of book binding is a long and intriguing subject. In the earlier Middle Ages, when books were mostly made by monks, the binding was carried out by the member of community who was best able to do. In the late Middle Ages, book binding became the specialist task of the stationer or bookseller. [31] Through most of the Middle Ages, manuscripts were sewn onto bands or thongs or cords running at right angles horizontally across the spine. The boards were generally made of wood. Oak was commonly used in England and France; beech (or pine) was usual in Italy, and bound Italian manuscripts feel lighter than northern books. Occasionally the boards were made of leather. The use of pasteboards followed infrequently through the Middle Ages and the late 14th century became more and more common in southern Europe. [32]

The binding was ornamented as well as the text. For example there was a fashion for stamped bindings in northern France in the later 12th century and bindings ornamented from 13th and 14th century. Then around 1450 the practice became much more common. Sides of bindings from then on were frequently ornamented with repeated impressions of floral or animal devices. The outside of the binding was often fitted then with metal bosses or protective corner-pieces, and, usually with some kind of clasp to hold the book shut. Books were sometimes enclosed further in loose jackets, called chemises, which wrapped around the fore-edge and kept out the dust. [33]

II. 4. ISLAMIC MANUSCRIPTS

Early Islamic manuscripts were written on papyrus and are solely religious manuscripts as was the case with early Western Manuscripts. Since Islam is a religion which is widely practised all over the world and since the Islamic culture produced many sub-cultural MSS, we restrict our interest here to Turk-Islam (Ottoman) manuscripts.

The Ottomans had created the most precious manuscripts in the Islamic world. The reason was that the Sultans and administrators of the Ottoman Empire had supported and protected the people who were interested in book making and related works and those works were accepted as Holy works. Therefore, the arts of manuscript survived until the end of the 19th century, in spite of printing. (The tradition of calligraphy and marble paper still continues in modern Turkey.)

There are two aspects which affected the characteristics of Turk-Islam manuscripts. The first is the prohibition of painting and sculpturing of

living beings (animal and human) for prayer idols by the Koran. According to Binark [34] , this prohibition has been interpreted wrongly as painting and sculpturing were themselves seen as sinful. However, because of the prohibition, Islamic manuscripts do not include human and animal figures except in miniatures which have appeared in the late period of Islamic manuscripts. The second is the late appearance of printing. Mainly because of the defensiveness of the guilds (calligraphists', paper makers', binders', etc.), printing appeared in the Ottoman Empire two hundred years later than in Europe. However, this delay provided a means of reaching an artistic zenith that perhaps would otherwise not have been achieved in the manuscript production and manuscript arts.

II.4.1. CALLIGRAPHY IN ISLAMIC MANUSCRIPTS

Calligraphy is one of the most highly developed arts of the Islamic culture and it is accepted that calligraphy is the unifying expression of the Islamic civilisation.

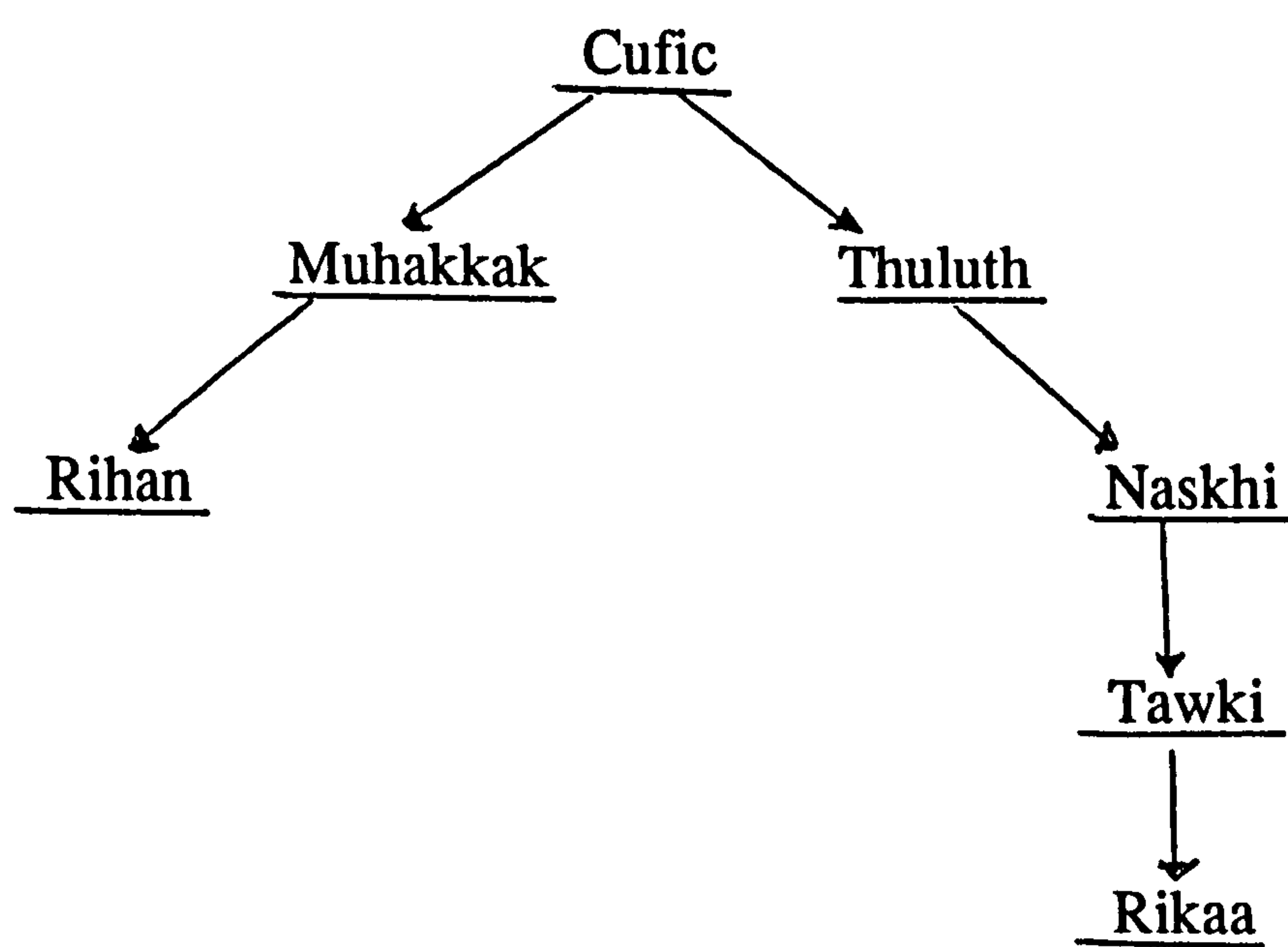
Calligraphy as an art form has been presented everywhere. It can be found in architectural decoration, in all sort of inscription; from steles to inscriptions of large panels over the building entrances, enframed and hung on walls, on faience's, terracotta's, pottery, rugs and textiles as well as in manuscripts. [35]

Early Arabic inscriptions had two styles which were for daily usage and decorative usage. [36] The decorative script which is called Ma'kili was used to decorate the monuments. [37] This monumental style changed into another style when people tried to use it in daily life. Early Korans were written with this script in the city of Kufa and therefore this style is called

the Kufi (or Cufic) style. [38] [39] [40] While the Cufic style remained the essential style used in ornamental writing as well as the principal style for Koran over many centuries, the early cursive writing was also developed by other styles of writing.

The Cufic style was the source of the other styles and therefore this style is called as "Ummu'l-hutut" which means "the mother of the scripts". [41] . The styles called "Aklam-i Sitta (or Sitte)" (means six pens -scripts) were developed and Ibn Muqla an Abbasid vizier is accepted as the inventor of the "Aklam-i Sitta". [42] Aklam-i Sitta includes six basic styles which are Thuluth, Naskhi, Rihan, Muhakkak, Tawki and Rikaa. [43] [44] [45] However, some sources of Islamic history also added the seventh style which was Talik style to the Aklam-i Sitta and the styles called as "Heft Kalem" (Seven Pens-Scripts). [46] [47]

The family tree of the Aklam-i Sitta is showed below [48] :



However, as indicated by Yazir [49] the orders of the existence or appearance of these styles are varied in different sources. The basic characteristics of these styles can be summarised as follows:

Thuluth: This style was the earliest, largest and most decorative of styles and was developed by the Turks. [50] . The style is the basic style. The principles of Islamic calligraphic arts come from this style and calligraphy students start to learn with this style. [51]

Naskhi: The most common, most used, thinnest and smallest style. [52]
This style mostly preferred to write Korans. [53]

Muhakkak: This style is a variation of Thuluth and Naskhi, and emphasised a vertical dimension. This style was used in official correspondence and was not in demand for Korans except the introductory part (the Besmele- "In the Name of the God") of Su-ras. [54] [55]

Rihan: This style was derived from the cursive style, although it tends to have a more aggressive, sharper form. The style is more sharper compared to the Naskhi style. [56] [57]

Tawki: This style was used in certificates and imperial edicts. [58]

Rikaa: This style was the most simplified of the six styles. [59] Rikaa was used in official correspondence until the acceptance of Latin Alphabet by the Turks. [60]

Different versions of these styles were created during the Ottoman Empire and Islamic calligraphy reached its climax in the hands of Turkish artists.

Divani, developed from Tawki, was employed by the state chancellor. Siyakat was a steno-like script, especially used for finances. In the development of Turkish calligraphy there were two ornamental variations of Thuluth style: one was the Thuluth Celi thicker, larger, more decorative and used in large inscriptions. The second style was Musanna (literally double-dotted) which was called Thuluth or Celi Thuluth and doubled in mirror symmetry. Nestalik was a variation of the Talik style. [61]

In addition to these, Sikeste, Sunbulu, Seceri, Hurda, Muhasik, Musakkak, Kirma, Gubari, and Bezeme can be added to Turkish calligraphy. [62] Some examples of Islamic calligraphy are given in Appendix VIII.

II.4.2. ILLUMINATION IN ISLAMIC MANUSCRIPTS

Like the early medieval Christian art, the Islamic art of ornamenting books, which was later developed to a high degree, grew out of modest beginnings. The earliest Arabic illuminated codices, do not date earlier than the 13th century AD. Because of this and also because of the anti-representational attitude of orthodox Islamic circles which is mentioned earlier, it was concluded that Islamic manuscript illumination was a late development. In addition, as all the earliest specimens that are known came from Western Asia, it was thought that this art was originally confined to Syria and Mesopotamia. Finally, according to some scholars, the Manichaean miniatures were the basis of almost all Islamic book illustration. This opinion, however, is rejected, although it is agreed that Manichaean art exercised a strong influence on Islamic illumination. [63]

Some Western authors have stated that Islam had no representational art at all. According to Diringer [64] that theory has been proved wrong. It is

even probable that Islam had a religious representational art, but the task of Moslem painter was like that of a modern illustrator of books, and - unlike Christian religious art- it was never intended to stimulate devotion. Some example of Islamic illustration are given in Appendix IX.

As a religion, Islam does not prohibit painting and there are paintings and miniatures which show Prophet Mohammed's life. [65] According to Binark [66] , Western researchers could not notice Islamic illumination, especially Turkish miniatures, and did not pay attention to Islamic illumination.

According to Diringer [67] , Turkish book illumination was based upon Persian models and Ottoman book illumination shows little originality, and the hostility towards representational art -apart from the works of famous secret cabinet of the Imperial Sereglia- prevented the emergence of an eminent school. However, according to Binark [68] Turkish rulers protected and patronised the artists, and therefore Turkish miniature as an art form reached its climax, especially after conquest of Istanbul (Constantinople). He mentions about 13,533 miniatures which are in the manuscripts and albums in the Topkapi Palace Museum to support this view.

Turkish miniatures include portraits, historical subject, life in the palace, wars and hunting. Red, blue, green, purple, pinkish yellow, pink and brown were used mostly as decorative colours in Turkish miniatures. [69]

II. 4.3. BINDING OF ISLAMIC MANUSCRIPTS

Binding, as an art form, varied from country to country or from culture to culture. East binding art styles are classified by Binark [70] as; Hatayi (in Kashi, Horasan, Buhara, Dihlevi), Herat (in Herat, Siraz, Isfahan), Arabic (in Al-Cezire, Haleb, Morocco), Turkish (in Diyarbakir, Bursa, Edirne, Istanbul), and Lake (Iran, India) in its historical developments.

Arabic, Memluk, Rumi and Magribi styles were developed to high degree from 7th century to 12th century, but later these styles became unfashionable. Hatayi and Herat styles replaced them and these two styles became popular and classic styles. Rumi, also called as Seljuk binding, was influenced by the classic styles and it pioneered Ottoman binding. The classic styles survived until 17th century. [71]

The most beautiful Ottoman binds were made in the 16th century and the art of binding worsened in the 17th century. In addition to the classic leather binds, the other kinds of bind which are lacquered binds, realistic figured binds and stamped binds were made in the 18th century. Starting from the second half of the 18th century, another kind of binds which were influenced by Western binding were made. [72]

The early Islamic binds were made by woods like early Western binds. Later pasteboards were used as binding material. Leather as binding material was mostly used by Turks. The binds were ornamented and ornamentation drawn on both outside and inside surfaces. [73] Flower patterns were used mostly on the Turkish binds. Some examples of Islamic ornamented binds are given in Appendix X.

II.5. COMPARISON OF WESTERN AND OTTOMAN MSS

Western and Ottoman MSS have some similar features in their historical developments. MSS were written and illuminated in religious foundations such as monasteries, churches and mosques and early scribes were religious people, at the beginning so early Western and Ottoman MSS dealt with religion and religious subjects. Later on, guilds were founded and MSS production were not the task of religious foundations any more.

Both Western and Ottoman MSS were decorated. While every aspect of medieval people illustrated in Western MSS, illumination was a late development for Ottoman MSS and Ottoman MSS decorators had hostility towards representation of living beings. However, flower pattern were mostly used in the Ottoman book ornamentation.

While Western MSS included plain regular script, calligraphy was developed very highly and used in MSS as a decorative art and as well as script. However, ornamenting initials is very important and distinctive characteristic of Western MSS. Similar colours were used for ornamenting MSS and red was the most common colour in both MSS.

Although Ottoman manuscript binding shows originality, it can be said Ottoman binding was influenced by Western MSS binding.

As a conclusion of this chapter, it can be said that there are some similarities and differences between the MSS. However, concerning presentation of bibliographic data and bibliographic record, it seems that those differences and similarities would not affect presentation of

bibliographic data on the catalogue record. It can be said that same cataloguing code can be used for both western and Islamic MSS to present the related bibliographic data on catalogue records. The British Library's attempt can be shown as an example for this claim. The British Library's automated Summary Catalogue of Oriental MSS used AACR2 as cataloguing rules. According to Waley [74] , the use of AACR2 and MARC format limited them (the British Library) to using romanisation of all oriental-script elements of the records and this was quantitatively a "minor area". Although 1,000 record entered into the database, the project was withdrawn for some reasons (especially the problems with the uniform title headings) and it stayed as an experiment in the British Library. [75] However, cataloguing rules are not just about the standard format of bibliographic data presentation. So the claim for the sufficiency of existing cataloguing codes such AACR2 and RAK requires some evidence which could not provided in this study since it is not the aim of the study. Although there is no agreed international standard for Islamic MSS, the use of existing standards is necessary to avoid non-standardised applications which would create more problems in the field, so this study supports the use AACR2 for the presentation of bibliographic data of Ottoman MSS in Turkey and recommends further research for adaptation of AACR2 for cataloguing of Islamic MSS.

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CHAPTER III. CATALOGUING

This chapter reviews of the development of cataloguing and existing cataloguing codes-systems. As mentioned in chapter I, there is lack of understanding of catalogues and bibliographies in the MSS community in Turkey. It was considered that a clear understanding of cataloguing and its main present systems was necessary for designing a feasible system(s) for Ottoman MSS in Turkey, even though such understanding needed to be placed in a broader, management and usage framework.

It is necessary to identify the scope of cataloguing and the variability in its constituent activities before examining manuscript cataloguing and organisation so that aim of the present study can be better met.

The word "catalogue" comes from the Greek phrase kata logos. [1] However, a variety of meanings have been attributed to the word. A Terminology Group at the International Conference on Cataloguing Principles (ICCP) held at Paris in 1961 defined a catalogue as "a comprehensive list of a collection or collections of books, documents or similar material". [2] This definition simply shows that in libraries the principal index or list of available material is called the catalogue [3] , its function is to enable the user to discover: What material is present in the collection. Where this material may be found. [4]

More than 90 years ago, Charles Cutter defined the functions of a library catalogue. According to Cutter, a library catalogue should:

- enable a person to find a book of which either the author, or the title, or the subject is known,

- show what the library has by a given author, on a given subject or in a given kind of literature,
- assist in the choice of a book as to its edition (bibliographical) and as to its character (literary or topical). [5] [6]

III.1. CATALOGUING AND ITS ACTIVITIES

Library cataloguing can be viewed as consisting of two activities namely descriptive and subject cataloguing. The former is concerned with the accurate identification and description of items as physical entities/ artefacts. Subject cataloguing is concerned with the analysis and representation of the subject content of an item.

"The cataloguing process basically consists of two operations: first, the creation of the appropriate entry relating to a particular item and, second, the subsequent manipulation of this and other entries to form the actual catalogue". [7]

These two operations will be detailed in sections III.1.2. and III.1.3.

III.1.1. HISTORY OF CATALOGUING

As mentioned by Hunter and Bakewell [8] the history of cataloguing can be a fascinating study. History of cataloguing goes back to the Ancient Period. The owners or the holders of manuscript collections and scholars have prepared some lists and inventory books to introduce and control the collections, which may be thought of as early catalogues.

One of the oldest lists of books, which was written on Sumerian tablets found at Nippur and dated about 2000 BC. Sixty-two titles are recorded

on this tablet. [9] According to Strout [10] , the library at Nineveh (an Assyrian city) had some catalogues for its 20,000 tablets.

The catalogue of the Library of Alexandria is another early work that was accepted as a catalogue by library historians (the catalogue is known as "Pinakes"). [11] However, according to Strout [12] these lists

"are generally assumed to have been a catalog of the Alexandria Library; yet this claim is not made by the ancients. The work may have been a library catalog, or it may have been a bibliography of Greek literature".

"Pinakes" was organised in systematic order by the subjects of books by (the poet) Callimachus. [13] It was a bibliographical work rather than a list of holdings. Therefore, Callimachus' work was one of the milestones in the history of cataloguing.

In the next centuries books and cataloguing lost their attraction and cataloguing became an unpopular practice. One of the earliest listings of the holdings of a medieval library appeared in 8th century. It is written on the final flyleaf of a book and consists of only a list of brief titles with authors appended to a few of them. [14]

Two 9th century libraries had produced catalogues. One was the library at Reichenau in Germany, which compiled several catalogues between 822 and 842. The other is from the Benedictine house of St. Requier, compiled in 831. [15]

Western information sources and library historians, however, do not include information about Islam libraries and their cataloguing activities. Nevertheless there were eastern influences on the development of libraries and book production in Western libraries. Probably, the reason for the lack of information in Western sources is the lack of language

knowledge and thus lack of information among the Western researchers. However, Islam libraries also have had some book lists like Western libraries. One of the early and important work in the Islamic libraries is "Al-Fihrist", which means catalogue or index. Researchers have been using this catalogue since 10th century. [16] History of cataloguing in the Ottoman libraries will be emphasised in section IV. 3.

Throughout the 11th, 12th and 13th centuries, cataloguing remained of little interest in the scholastic community. However, toward the end of the 13th century we see another milestone in the history of cataloguing. This was the compilation of the *Registrum librorum Angliae*, a union list which included holdings of 160 English monastery libraries. The *Registrum* was never finished. [17] [18]

The 14th century brought some improvements. A few of the lists of this period can be called shelf lists, i.e. addressed the holdings in specific locations, the list of St. Martin's Priory at Dover being an outstanding work. This work is divided into three sections. It may be the first of the lists which could be justly designated a catalogue. [19]

"15th century catalogs brought few innovations; there was no improvement in entry form; there was some reference to location symbols; but shelf numbering had still not become a common procedure. Probably the only new practice to appear in this century was the use of cross-references." [20]

16th century did not show progress in cataloguing. However, one of the great names of bibliographic control appeared in this century. With the publication of Konrad Gesner's author bibliography in 1545 and subject index in 1548, a new standard of excellence was set. [21]

At the beginning of the 17th century, another important name, Sir Thomas Bodley appeared as a figure on the cataloguing scene. He identified with his works at Oxford Library the basic elements of the Library catalogue. [22]

By the beginning of the 18th century, catalogues were at last looked upon as finding lists rather than inventories. [23] The card catalogue was introduced in France by the Abbé Rosier at the Paris Academy of Sciences in 1743 and at the Bibliothèque du Roi (now Bibliothèque Nationale). [24] The first national cataloguing code was produced in France in 1791. [25] [26]

The 19th century was the important starting point of modern cataloguing. In the first half of the century the British Museum was experiencing intensive internal problems relating to unsatisfactory cataloguing of its collections [27] and Anthony Panizzi, a lawyer and political refugee from Italy was appointed as extra-assistant librarian in 1831. [28] Panizzi prepared 91 cataloguing rules and his proposal was examined by the British Museum in 1839 and Panizzi's now famous rules went into effect. [29] Panizzi's work became the base of the others' efforts, works including Anglo-American Cataloguing Rules.

In the second half of the 19th century, developments in cataloguing in America occurred. Charles C. Jewett's code for the catalogue of Smithsonian Institution was accepted in 1850. [30] This was the first American rules for author entry, with suggested supplementary subject list. This work also advocated centralised cataloguing. [31] Later on, in 1876, Charles Cutter published his Rules for a Printed Dictionary Catalogue.

[32] This work included rules for author and subject entries and also filing rules. [33]

By 1900 there was still a great variety of differing opinion on catalogue entries. American and British librarians began to co-operate on the formulation of the Anglo-American code. [34] In 1908, LA and ALA introduced the code "AA" Anglo-American which is also known as the "Joint Code". This code intended to bring uniformity to the cataloguing practice of English speaking countries. [35]

"The 20th century saw the decline of the printed catalogue until the 1950s, then its rebirth influenced by such factors as the example of the Library of Congress, amalgamations of libraries, space and other maintenance problems caused by card catalogues, and developments in methods of reproduction including the use of computers; a more critical attitude towards cataloguing was seen in the writings of people like Osborn, Ranganathan, Lubetzky and Dunkin...". [36] .

However, one of the most important developments in this century was ICCP (International Conference on cataloguing Principles in 1961) which has had an enormous effect on Cataloguing and cataloguing rules throughout the world. [37] The other major development in this century was the introduction of MARC which had its origins in the MARC Project in 1966 which will be discussed in section III.2.1. MARC Project was followed by introduction of Anglo-American Cataloguing Rules in 1967 and the introduction of ISBD (International Standard Bibliographic Description) in 1971.

In the last 20 years, technology has become an essential part of cataloguing processes in the libraries. This aspects of the cataloguing processes will be emphasised in the following sections and chapters.

III.1.2. DESCRIPTIVE CATALOGUING

As described in above section, descriptive cataloguing related to bibliographic identification of library materials. Bibliographic identification or descriptive cataloguing basically involves the following description for the library material which is known as fullest catalogue entry or the main entry; (1) the heading, (2) the title statement, (3) the imprint, (4) the collation and (5) the notes. In addition to the main entries, library catalogues includes the added entries such as subjects, joint authors, editor(s), titles, series. The amount of information is determined by library policy in each individual library.

However, the identification procedures must be based upon certain rules in order to provide standard description either in a library or in a country. This standard approach has provided some advantages to the library users as well as the library community. For the users' benefit, users can access all library collections in a country or in different countries with the knowledge of the standard organisation of bibliographic data and bibliographic records. For the libraries' benefits, the use of bibliographic standards provides basis for co-operation between the libraries for sharing bibliographic records, inter library loan etc. However, it is not easy to agree on the cataloguing codes for all libraries and all types of library materials because of the individual library policies and requirements. Many people and organisations attempted at producing acceptable cataloguing codes for libraries. Obviously, all pioneering attempts and codes provided opportunities to create internationally accepted codes. The following pioneering codes are the milestones in history of descriptive cataloguing.

The British Museum Cataloguing Rules : This was the first major cataloguing code which originally included 91 rules. The rules directly related to the particular functions of the British Museum catalogue. [38] and published in 1841. [39]

Cutter's Rules for a Dictionary Catalog : Published in United States in 1876. [40] This is a very comprehensive code with its 369 rules covering author, title, subject and entry form, description, and filing and arrangement. [41]

Prussian Instructions : The rules aimed to provide a standardised system of cataloguing so that the contents of Prussian libraries might be entered uniformly and a catalogue of their holdings compiled. The rules were widely adopted in Germany, Austria, Hungary, Sweden, Switzerland, Denmark, Holland and Norway. The rules published in 1899. [42]

Cataloguing Rules: Author and Title Entries : Published in 1908, and more frequently referred to as the A.A. (Anglo-American) Code, the 1908 Code or the Joint Code. [43] The code originated from Melvil Dewey's suggestion that British and American Library Associations should co-operate in order to produce uniformity of practice throughout the English speaking world. [44]

The Vatican Code : The Code had its origins in the 1920s when the Vatican Library was reorganised. The rules were influenced by the training of several members of the Vatican Library staff at American library schools. [45]

American Library Association Rules : After the World War II, the ALA

independently worked on the revision of the 1908 rules and the outcome was the A.L.A. Cataloguing Rules in 1949. [46]

The Library of Congress Rules for Descriptive Cataloguing : The widespread use of L.C. printed cards had caused considerable interest in the Library's cataloguing rules. [47] However, the Library's rules were too detailed to satisfy the needs of most libraries. It was confusing for the libraries that existence of different codes (L.C. and ALA rules) in the country. So the community voiced the dissatisfaction felt with existing codes.

According to Andrew Osborn, cataloguing rules were too many and too complicated and he advocated a more practical and less legastic approach to cataloguing problems. [48] The revision of 1908 code in 1949 made little impact in Britain, but was critically received in United States. [49] Seymour Lubetzky has provided a important criticism with his publication in 1953 which was called Cataloguing and Principles : A Critique of the A.L.A. Rules for Entry and a Proposed Design for Their Revision. [50]

Later, the A.L.A. began a further revision of their rules concerning Lubetzky's ideas. At this stage, the committees of the British and Canadian Library Associations joined the revision process. As a result of this co-operation, the new code which was entitles Anglo-American Cataloguing Rules appeared in 1967. [51]

III.1.2.1 ANGLO-AMERICAN CATALOGUING RULES (AACR)

Lubetzky's publication and the International Conference of Cataloguing Principles which was held in Paris in 1961 were two major influential factors which affected the development of AACR. The first edition of AACR was published in two versions; North American and British texts. [52] [53] It was unfortunate that two separate versions had to be produced. However, A.L.A. and L.A. had made agreement to jointly monitor the application of the rules and to discuss any possible amendments.

The works resulted in 1974 as embarking upon a second edition of AACR. A Joint Steering Committee for Revision of AACR was set up to co-ordinate the work and the following objectives (basically) established for the new edition of AACR.

- to reconcile the British and North American texts of AACR: not only in decisions but also in presentation and expression.
- to consolidate the amendments made since 1969.
- to incorporate the international standards which had emerged since 1967.
- to introduce fuller and more integrated provision for non-book material.
- to provide for the machine processing of cataloguing data. [54]

The new edition of AACR (AACR2) was published as a single text in 1978. Three sets of revisions followed, in 1982, 1983 and 1985. In 1988 the latest revision of AACR2 appeared.

The 1988 edition includes two parts; Part I Description, Part II Headings, Uniform Titles, and References. Part I includes the rules for description for all types of library material including manuscripts. Part II includes the rules for access points, establishment of headings and uniform titles. [55]

III.1.3. SUBJECT CATALOGUING

Subject approach is essential for library users who seek information on a specific topic. Because of that fact, many subject analysis codes and techniques have been developed over the centuries. Subject cataloguing or classification has a long history. According to LaMontagne [56] library classification even goes back to the dawn of man's thinking. Earliest librarians were more concerned with a subject approach than an author approach to whole works which is a province of descriptive cataloguing. A library has been discovered at Nippur in Babylon (late third millennium) with 25,000 tablets which were arranged by subjects in rooms and on shelves. [57]

Authorship was not considered a prime access point until the era of Greek and Roman libraries. Personal author identification became a prominent access point in Greek and Hellenistic libraries, and the organisation of Roman collections copied that of Greek and Hellenistic libraries. Monastic libraries used subject groupings for physical placement and the shelf-list for a locational guide. Medieval university libraries organised their books and catalogues according the system of instruction: the liberal arts and faculties. Renaissance libraries continued the subject analysis approach by further developing subject classification schemes for catalogue and shelf. [58]

The modern developments started in 16th century and Konrad Gesner offered a classification scheme in his *Pandectarium* for the items in his *Bibliotheca Universalis* (1545). [59] [60] In 1560 Florian Trefler published his own classification scheme which included colour of binding as a component. Seventeenth century libraries continued to accentuate subject classification and to provide subject and author access to their collections [61]

As mentioned before over the centuries many classification codes have been developed. However, the most significant developments in classification appeared in America in the 19th century. Especially, the second half of the century was very productive period. In 1876, Melvil Dewey published his work *A Classification and Subject Index for Cataloguing and Arranging the Books and Pamphlets of a Library*, which is also known as Dewey Decimal Classification (DDC).

After the first American Library Association (ALA) conference in 1876, Charles A. Cutter began his work in classification. Between 1891-93, *Expansive Classification* was published. [62]

In 1895, Paul Otlet and Henri LaFontaine obtained permission from Dewey to adopt the DDC for very detailed analysis in classified catalogues (especially for scientific and technical literature). The 1895 Brussels Classification resulted, as well as the later Universal Decimal Classification (UDC). [63]

In 1897, the new administration of the Library of Congress (L.C.) faced the problem of classification. There were three possibilities to handle the problem: first, to reconstruct the old Jeffersonian arrangement, second, to

adopt an existing classification systems and finally, to devise an "eclectic" system adapted to the collections and needs of the Library. After 3 years of quest and experiment, the Library began to develop "new" classification system at the end of 1900. The first schedule, class E-F, was published in January 1901. [64]

III.1.3.1. CLASSIFICATION SYSTEMS

"Collection in libraries of any size are arranged according to some system, and the arrangement is generally referred to as classification". [65]

Classification historically has provided access to the shelves or information where the material is in the library. Basically, classification is a part of subject analysis which deals with two main questions, what (or whom) is the item about? [66] Recognition of the subject(s) of library material, and determination of the subject heading(s) or codes for inclusion in the bibliographic record are accordingly the two main facilities of subject cataloguing function. However, subject cataloguing is not an easy matter and librarians have been developing systems which would improve the situation. Although there are many classification systems, there are long-standing arguments over their limitations and logical arrangements. Probably, because of the arguments and criticism, all major classification schemes (with exception of L.C. Classification) have been at least partially restructured since 1960s.

However, Wynar [67] listed some criteria for a successful classification system:

"1. It must be inclusive as well as comprehensive. That is, it must encompass the whole field of knowledge as represented in collectible media of communication and information. It must therefore include all

subjects that are, have been, or may be recognised, allowing for possible future additions to the body of knowledge. It must make provision, not only for the records themselves, but for every actual and potential use of the records.

2. It must be systematic. Not only must the division of subjects be exhaustive, but it must bring together related topics in logical, comprehensible fashion, allowing its users to locate easily whatever they want that is available. It must be so arranged that each aspect of a subject can be considered a separate, yet related, part of the scheme, and it must be so arranged that new topics and aspects can be added in a systematic manner.

3. It must be flexible and expansible. It must be constructed so that any new subject may be inserted without dislocating the general sequence of classification. It must allow for recognised knowledge in all its ramifications, and it must be capable of admitting new subjects or new aspects of well-established subjects. The flexibility of notation is of first importance if the classification scheme is to be expansive and hospitable in the highest degree. It should also be current. Both the Dewey Decimal Office and the Library of Congress send subscribing libraries periodic lists of all changes in their schedules, noting additions and deletions. These notices and revisions are especially important in subject areas in which a great deal of new work is being done.

4. It must employ terminology that is clear and descriptive, with consistent meaning for both the user and the classifier. The arrangement of terms in the schedule and the index should help reveal the significance of the arrangement. The terms themselves should be unambiguous and reasonably current, correctly identifying the concepts and characteristics present in the materials being classified."

The following classification systems are accepted as major and are widely used.

Dewey Decimal Classification (DDC) : The system is called "decimal" because it arranges all knowledge into ten broad subject classes numbered from 000 to 900. The first edition of Dewey's scheme was issued in 1876

and 19 more editions were followed this first edition. DDC is the oldest and probably the most widely used classification system.

Universal Decimal Classification (UDC) : The UDC was developed in 1895 by Paul Otlet and Henri LaFontaine. It was based on the DDC, but was expanded by the addition of many more detailed subdivisions and the use of typographical signs to indicate complex subjects. UDC is widely used in many European countries, in Latin America, Japan, and the former Soviet Union. In United States it is used mainly in some scientific and technical libraries. [68]

Library of Congress Classification (LCC) : When the library was moving into the its new building, it was decided to reorganise and reclassify the Library's collections. LC's staff studied the existed systems which are DDC, Cutter's Expansive Classification and German Halle Schema. However, L.C. decided to devise its own classification system and started to publish the schedules in 1899. [69] The system use letter and number combination and widely used to classify huge collections.

III.2. AUTOMATED CATALOGUING

In the early days of library automation, libraries used computers to print library catalogues, to produce catalogue cards and microform catalogues. In addition, computers were used as record keeping systems to perform circulation control function and to manage the other major library housekeeping functions. [70]

Although acquisition and circulation functions were automated in some

libraries at the beginning of 1970s, computers were not a completely integrated part of the cataloguing function until mid-1970, apart from their usage in printing catalogues.

One of the important impact of the use of computers was the quick production of union catalogues. Union catalogues involve the bibliographic records of two or more libraries and aim to answer the following basic questions: What are the available information sources ? Which library hold the desired information sources ? Users can avoid unnecessary visits to libraries, so wasting time to access the information source(s) by using union catalogues. Libraries can acquire the bibliographic records from union catalogues and avoid cataloguing of information sources which were already catalogued by the participant libraries. In addition to that the process of inter library loan can be performed quickly by knowing the existence of the materials and where they are placed.

There are 4 significant developments in the production of union catalogues which have benefited from machine readable bibliographic data. These are;

- establishment of MARC tape distribution services by L.C.,
- development of OCLC which was founded by 40 Ohio libraries in 1967,
- development of locally used turnkey system which were based on mini computer systems,
- Supporting resource sharing and increase of interest of regional and national authority sources to produce COM or on-line catalogues, in the library community. [71]

Traditional catalogue types can be divided into three groups; card, book and sheaf catalogues. The usage of computers to perform this function has added three more catalogue types to these traditional types. These are;

COM (Computer Output Microfiche), OPAC (On-line Public Access Catalogue) and CD-ROM catalogues. The OPAC (which is described as the heart of an on-line library system [72]) is the most popular type at present because of its capability for rapid upgrading.

The characteristics of a computer-based cataloguing system are identified by Tedd [73] as follows;

- "• online access to a database of potentially needed bibliographic records;
- a high percentage of the required records available in the database so that the original cataloguing is minimised;
- a consistently high quality of bibliographic records in the database and a conformity with the latest cataloguing and classification codes;
- online authority control;
- ability to do original cataloguing online when necessary and to assist the process with appropriate prompts or formatted screens;
- ability for the records in the catalogue to be accessed in a variety of ways."

Conversion of the traditional library catalogues into OPAC or computer-based catalogues is one of the most difficult stages of library automation projects. There are two basic methods of producing machine readable cataloguing data; (1) Keyboarding and/or scanning current catalogue records, (2) Transferring the needed bibliographic data from external (source) databases.

Keyboarding all data of holdings in the library is a quite expensive and time consuming process. A survey in US in 1980 shows that the cost of original cataloguing is calculated as \$17. Machine readable cataloguing is more expensive than manual cataloguing. According to LC's calculation, machine readable original cataloguing costs minimum \$120 for per record for a material in English and the cost for a material in other languages is

higher. [74]

External databases offer fast and less expensive alternatives. Libraries can transfer 75% - 90% of the bibliographic data for their holdings from external databases. [75]

III.2.1. MACHINE READABLE CATALOGUING (MARC)

MARC is the abbreviated term for MACHine Readable Cataloguing and one of the most effective developments which has affected library automation practice. [76] The term is applied and used to describe a family of machine readable formats such as LCMARC, UKMARC, CANMARC, JAPANMARC, InterMARC, UNIMARC and etc. all of which are variants on the MARC theme.

III.2.1.a. HISTORY OF MARC

History of MARC is a great example of determination, consistency and financial supports which are required by computer-based cataloguing projects.

In 1964, the Council on Library Resources (CLR) decided to implement a project for producing the LC's catalogue cards in machine readable form. The Inforonics prepared a report which was titled The Recording of Library of Congress Bibliographical Data in Machine Readable Form and this report was presented to CLR on 23 November 1964. As a result of this report, the Conference of Machine Readable Catalog Copy organised by CLR, The Committee on Automation of Association of Research Libraries (ARL) and L.C.. This conference aimed

to discuss similar problems of different type of libraries. The discussion included these topics; distribution of machine readable data to libraries, the future of book and card catalogues, the format structure.

The second conference was held and as a result of this conference L.C. was recognised as a centre of research for machine readable bibliographic data problems. In December 1965, L.C. was granted with \$130,000 to start the project and 16 of 40 voluntary libraries joined the project.

The third conference was held on 25 February 1966 by CLR's support at L.C.. As this conference was the formal announcement of the opening of MARC Pilot Project. The Pilot Project was time-tabled to end on 30 June 1967. However, L.C. announced that the Pilot Project would be ended in the next June, at "Midwinter Conference of the American Library Association" in January 1967.

The fourth conference was held on 4 December 1967 and this conference aimed to discuss MARC II format and the set of bibliographic data.

Conference series, discussions and co-operation resulted as MARC magnetic tapes included more than 40,000 titles and L.C. started to distribute the tapes in May 1968. [77]

Undoubtedly, MARC was not developed by only L.C.. Especially BNB (British National Bibliography) has provided great support to the system. However, because of the national needs and requirements many countries have created their own MARC format to produce national bibliographies. In addition to the national formats some co-operatives such as OCLC, RLIN have created their own MARC formats.

To avoid confusion and creation of incompatible national systems, IFLA established the "International MARC Programme Working Group" in 1983. The group started to work establishment of universal communication format. As a result of this work L.C. started to distribute machine readable bibliographic data in UNIMARC (UNiversal MARC) in 1985.

III.2.1.b. UNIMARC AND ITS RECORD STRUCTURE

The Universal Bibliographic Control (UBC) was accepted as a basic program to manage bibliographic control at international level, by IFLA in 1974 . The UBC program aimed to create a international system which encourages libraries to share bibliographic information. The implementation of UBC program needs co-operation between the countries, creation of authority bibliographic records by the national libraries or bibliography institutions, production of standard bibliographic records and distribution of these records. [78]

Two nucleus programs were developed by IFLA in the concept of UBC; Universal Availability of Publication (UAP) and International MARC Programme (IMP). UAP aims to access original or copy of the controlled publications, IMP aims to develop an international MARC network for bibliographic data exchange. In 1987, two programs which are UBC and IMP were combined and a new program, UBCIM (Universal Bibliographic Control and International MARC Program) was introduced. As a result of this, two aspects of bibliographic control which are the creation of bibliographic records in standard forms and the distribution of these records in standard MARC format were integrated. [79]

However, after the introduction of LCMARC and MARCII projects, the

number of regional and national MARC formats increased very rapidly. Although these formats originated from LCMARC formats, more or less differences were occurred between the formats and these differences created some problems in bibliographic record exchange.

Duchesne had mentioned about the idea of SUPERMARC first time in a seminar in 1971. According to Duchesne, SUPERMARC would decrease the number of conversion programs and each national institutions would need just two programs which operate to convert data form national format to SUPERMARC and from SUPERMARC to national format. [80] This proposal was discussed at IFLA General Conference in 1972 and the Working Group on Content Designators was established. The Working Group included 10 people from following countries: USA, UK, France, Germany, Denmark, Canada and Holland. The works of the Group was bounded with the needs of libraries and national bibliographies. However, the Group's works co-ordinated with UNISIST Working Group on Bibliographic Description and ISO T.C. 46/SC4 (Working Group on Content Designators). As a result of this co-operation, UNIMARC would cover all types of materials and ISBD (International Standard Bibliographic Description) would be the base for bibliographic description. [81]

The first edition of UNIMARC was published in 1977, the second edition was published in 1980 and in 1983 the UNIMARC Handbook was published. Each edition of UNIMARC has added some features for different types materials such as sound records, maps, and films as well as printed materials. [82] In addition to cartographic materials and textual materials, proposals for the data fields for other types of materials were acquired in 1985. Content designators for non-book materials reached their final forms at the meeting of the International MARC Office and the

directors of national libraries of 10 countries which are mentioned earlier. In addition to that, a format developed for non-Latin alphabet at this meeting in London. [83] Soon after this meeting, UNIMARC Manual was published by IFLA UBCIM Program which is located in the British Library in 1987. [84]

III.2.1.b.1. UNIMARC RECORD STRUCTURE

The basic structure of UNIMARC record can be shown as below;

Record Label	Directory	Variable Fields	Record Terminator
24 Characters	12 * n		

Record Label

This part of the UNIMARC record includes 24 characters which provide information about the record.

Directory

Tag	Length of field	Starting position F/T Field
3 Characters	4 Characters	5 Characters	Terminator

Directory provides information about variable fields such as tag, length of field and starting position. 12 characters are allocated for each data field and at the end of directory field terminated must be stated which terminates the directory. Directory is the "table of contents" for a UNIMARC or MARC record.

Variable Fields

This part of UNIMARC record follows the record directory after the field terminator. Bibliographic data are given in this part and each variable field is separated by a field terminator.

example: b1\$aLawrence, \$bDavid Herbert.F/T

b1.....indicator (2 characters)

\$a.....subfield identifier (2 characters)

\$b.....subfield identifier

F/T....field terminator

III.2.1.b.2. THE MAIN CHARACTERISTICS OF UNIMARC AND THE BLOCK STRUCTURE

Basically, UNIMARC has got 4 main characteristics which are the standardised block form that allows easy use and understanding, application of ISBD, coverage of all types of library materials and allows cataloguing of these materials at all levels.

ISBDs are very important standards to catalogue all types of library materials in a standard format as well as exchanging bibliographic data at international level. ISBDs were developed by IFLA's UBC program and cover many national cataloguing rules. ISBDs are the bases for UNIMARC format and ISBD information are located in UNIMARC's block 2 (descriptive information block) regardless the types of materials which allows cataloguing all types of materials in a standard format. [86] (UNIMARC's block structure and the list of fields are given in Appendix XI.)

UNIMARC allows bibliographic description of the following types of materials:

- Text forms (printed books, microforms, manuscripts, periodicals and articles.
- Musical notes
- Cartographic materials
- Movies, films and slides
- Photos, posters and two dimensional artistic materials
- Sculptures, archaeological remains and the other three dimensional materials
- CDs, tapes and sound records
- Computer materials such as software, database
- Unclassified materials such as kits. [87]

This chapter provided the basic knowledge and understanding of cataloguing, classification, automated cataloguing and importance of cataloguing standards. Any list of library holdings can not be called as library catalogues and library catalogues should be prepared according to standard rules and codes for the benefit of national and international communities. International organisations, especially IFLA, have been promoting the use of standards for bibliographic description. The use of computers for the cataloguing activities requires probably more complicated standards than manual standards.

Holders of Islamic MSS (so Ottoman MSS) need an agreed international standards for cataloguing of Islamic MSS. The efforts for the adaptation of bibliographic description of Ottoman MSS must take account into the internationally accepted standards which are AACR2 and MARC-AMC (see section IV.2.) Decisions taken in this area should be taken to ensure

internationally compatibility and so the record format adopted must come from MARC family. [88]

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CHAPTER IV. MANUSCRIPT CATALOGUING WITH SPECIAL REFERENCE TO TURKEY

This chapter provides a review of the MSS cataloguing codes and MSS cataloguing in Turkey. It was thought that the understanding of the present rules for MSS and MSS cataloguing in Turkey would be helpful to analyse the present system and to design a feasible bibliographic information system for MSS in Turkey.

The review of AACR2 and MARC-AMC which are the most commonly used standards are followed by the sections of MSS cataloguing in Turkey, the union catalogue project for MSS in Turkey (TÜYATOK Project), the Turkish cataloguing rules in use for MSS. Concerning the cataloguing rules for MSS, this chapter does not intend to examine or confirm the adequacy of the rules for Ottoman MSS since the present study is not interested in actual cataloguing process.

IV.1. AACR2 FOR MSS

AACR2 provides rules for manuscript cataloguing in chapter 4 under the heading of "Manuscripts (including manuscript collections)". The rules in this chapter cover the description of manuscript (including typescript) materials of all kinds, including manuscript books, dissertations, letters, speeches, etc., legal papers (including printed forms completed in manuscript), and collections of such manuscripts. [1]

The rules are listed in the divisions as follows [2] ;

- General Rules
- Title and Statement of Responsibility Area

- Edition Area
- Date Area
- Physical Description Area
- Note Area.

As indicated in AACR2 [3] the rules are designed for general libraries, but not specifically intended for specialist and archival libraries. However, these specialist libraries are recommended to use the rules as the basis of their cataloguing and to augment their provisions as necessary.

According to the library survey which was performed in Turkey, the Turkish librarians who are dealing with manuscripts declared that Western cataloguing standards including AACR2 are not suitable for cataloguing of Islamic manuscripts in Turkey. On the other hand, the survey showed that the manuscript librarians' knowledge about Western standards is limited. As indicated in AACR2, the rules are not designed specially for manuscript libraries. However, during the following experiment on cataloguing of Ottoman manuscripts using AACR2, it was noticed that AACR2 is flexible and has great potential to catalogue these MSS, but this claim requires some more evidence which could not be provided here and it is beyond the scope of this study.

The following catalogue cards were sent by the Turkish National Library in response to a request by the author for microcopies of three typical Ottoman manuscripts which belong to the different periods. (It was regretted that the original request could not be responded to, since cataloguing should be based on original documents, not previous surrogate record.)

06 Mil. Yz.A. 816

Seyyid Şerif Cürcanî Ali b. Muhammed (1340-1413)
Haşiye ala şerhi'l-metalî'l-envar, 1 b-184 a 183x
135-120x75 mm. 17 st. talik, Muhammed b. İshak,
Edirne, 841 H. (1437M.) beyaz kremrengi abadi kâğıt,
şemseli, köşebendli, zencirekli, siyah meşin ciltli-
dir.

06 Mil.Yz.F.B. 346

Zatî Süleyman Efendî :
Divan. 1151 H. (1738M.) 25 yk. 207x150-155x92 mm.
21 st. nesih, kapkacak, arma ve suyolu filigranlı
lekeli sarımtrak kâğıt, serlevha ve sözbaşları kırmızı,
kenarları ıstampa baskılı kırmızı pandizot
bez ciltlidir.

06 Mil. Yz. A. 42/1

İcazetname-i Ahmed b. Muhammed Erzurumî 1 b-9 b yk.
200x125-128x77 mm. 13 st. nesih. (1316 H.) Eyyüb Sabri
b. İbrahim Surarî (1898 M.) esmer saykallı kt. müzeh-
hep renkli ve serlevha ve cetvelli, yeşil bez sırtlı,
mavi kâğıt kaplı ciltlidir.

Above bibliographic records were re-organised by using AACR2 to demonstrate the potential of AACR2.

Seyyid Serif Gurcani Ali b. Muhammed (1340-1413)

Hasiye ala serhi'l-metali'l-enver [Manuscript Book] / written by Muhammed b. Ishak .___ 1437 (841 H).

184 leaves, bound; 18.3 x 13.5 - 12 x 7.5 cm.

17 lines in each page

White abadi paper

Written in Edirne

Talik Script used

Stamped leather bind

Zati Suleyman Efendi

Divan [Manuscript Book] .___ 1738 (1151 H)

25 leaves, bound; 20.7 x 15 - 15.5 x 9.2 cm

21 lines in each page

Yellowish dirty paper with watermark

Nakshi script used

Fabric bind with elaboration

Ahmed b. Muhammed Erzumi

Icazetname [Manuscript Book] / written by Eyyub Sabri b. Ibrahim .___ 1898 (1316).

9 leaves, bound; 20 x 12.5 - 12.8 x 7.7 cm.

13 lines in each page

Dark coloured paper

Nakshi script used

Coloured borders on the pages

Bind covered with blue paper

This experiment which was performed on randomly chosen MSS records

showed that AACR2 has potential as a base for any adaptation and is adequate to present bibliographic data of Ottoman MSS.

IV.2. MARC-AMC

The development of the MARC Archives and Manuscript Control (AMC) format goes as back as early 1970's. After the implementation of MARC Project, MARC Format for manuscripts was developed by the MARC Office at the Library of Congress and the format was available in 1973. However, archivists found the format inadequate for archival purposes and even LC's own manuscript division refused to use the format. The discussion over the MARC format for manuscripts continued and continues and archivists ignored the format. As indicated by Sutton [4] British and American archivists and manuscript cataloguers have long held the view that AACR2 and MARC format are inadequate for archival purposes.

In 1977, the Society of American Archivists' National Information Systems Task Force (NISTF) was appointed to examine how to approach a national information system for archival and manuscript material. As a result of the NISTF's works, the MARC AMC format was issued as the means for exchange of archival information. [5] [6] .

The work for MARC AMC started in 1981 and completed work was published as MARC AMC by the LC [7] [8] The responsibility for the improvement of MARC AMC was given to the Society of the American Archivists' the Committee on Archival Information Exchange (CAIE) and the ALA's the Representation in Machine readable Form of Bibliographic Information (MARBI). [9]

As a result of the co-operation between the librarian and archivist communities (the archivists started to feel their involvement) and the pressure or the need of national and international data exchange, archivists started to use MARC-AMC format for archival materials and manuscripts. The MARC-AMC became established as a national standard in the USA and Canada. The major funding agencies, (including the National Endowment for the Humanities and the Mellon and Pugh Foundations) have now agreed that no funds will be provided for non-MARC manuscript cataloguing projects in the USA. [10]

According to Weber [11] and Mayo [12] MARC AMC introduced major innovations. Mayo [13] summarise the new characteristics into MARC as;

- provision for collection-level rather than item-level cataloguing,
- the possibility of linking records at various levels of description (which is called "intra-record links",
- the ability to define some smaller portion of the unit being described), i.e.,
- the possibility of providing separate catalogue records for certain items or subjects of material within a large collection also catalogued as a whole; the availability of extensive fields; and
- the possibility of recording the processing history collection, particularly important in the case of an actively accumulating archive.

According to McCrank [14] MARC-AMC may provide adequate means for codicological description, full-text and tabular description, and manuscript collation in matrix form.

MARC-AMC format differs from the other MARC formats in some points. AMC includes some additional fields and subfields to control and

manage the archival collections and functions [15 [16] In addition to the format structure, AMC records are also different from other MARC records in a number of ways. The first difference is the record length. AMC records frequently include numerous and often extensive note fields that provide information about the content, provenance or context, physical aspects, and access to the materials. At the same time, AMC records use very few coded fields. The second difference is AMC is not usually used for copy cataloguing so that AMC databases do not include multiple entries for the same item. The third difference is the changing nature of the records. AMC records are often updated and revised overtime. [17] A list of the variable data fields of AMC format is given in Appendix XII.

IV.3. MANUSCRIPT CATALOGUING IN THE OTTOMAN LIBRARIES

Social services were performed by the foundations (Wakf) which were established by philanthropic people, in the period of Ottoman Empire. The foundations were established for different purposes such as food supply, book and library, building mosques, caravanserais and bridges. When a foundation was being established, a "vakfiye" (founder inventory) which indicated the purposes of the foundation, devoted possessions, properties and books, in a list, had to be prepared. These "founder inventory" lists included the titles of the books, sometimes the names of the authors and the number of the volumes. These inventories could be considered the earliest examples of Ottoman library catalogues. [18]

There are no surviving foundation deeds or inventories for libraries founded up to the accession of Sultan Murad II in 1421. At the end of the foundation deeds of the

college which he founded in Edirne (Adrianople) in 1430, there is a list of the books endowed by the Sultan. [19]

In the libraries founded after the conquest of Istanbul, the foundation deeds also have inventories and book lists of the libraries in Fatih complex. While the lists do not have subject headings, the books are listed by their subject: thus, the first books are Koranic commentaries, thereafter the books dealing with Islamic tradition, jurisprudence, the principles of jurisprudence, with miscellaneous books coming last. Sometimes the author was given, but usually not. The number of volumes was usually noted and additional descriptive information was sometimes given as when books were incomplete. In one case, it was remarked that the book was decorated. When the four collections were united in the Fatih Mosque a new set of deeds was drawn up in which it was stipulated that the assistant librarian was to make a catalogue. However, no catalogue has survived from this period, nor indeed is there any mention of it in the catalogue made by Hacı Hasan-zade in 1562 in which two other previous catalogues were noted. [20]

The libraries founded in Edirne during the reign of Fatih Sultan Mehmed have lists of books in the endowments register of the city, but they are merely book lists which offer very little information. [21]

The next example of a development towards a classified and detailed catalogue is an inventory of books in the Sadreddin Konevi Dervish Convent in Konya (Konia). In this list, made in 1483, autograph manuscripts were indicated, works of which the titles are unknown were clearly shown with the phrase "gayr-i ma'lum" (unknown), in one instance decoration was noted and with another book the calligraphic style was noted and with another the state of binding was remarked upon. [22]

The earliest extant list of books which can be considered a catalogue proper has only survived in part, namely the introduction to catalogue in which the rules for cataloguing were drawn up. The introduction to this catalogue, written in 1552, is in Turkish and consists of five folios. Although it is unknown to which library it belongs, the large variety of subject headings contained in this catalogue would indicate a very rich collection such as one would expect only in the palace. [23]

"On the first page there are two separate chronograms indicating the date of compilation. The name of the compiler is not given. Page two begins with a list of the subject headings, the first of these being a branch of Islamic jurisprudence. It would have been far more usual to have begun with the Holy Koran and then Koranic Commentaries etc. However these subjects do not appear on the list at all and this would seem to indicate that we have one, or, more likely, two folios missing after the first page." [24]

"On page five begin rules for cataloguing of books in this collection, and the exceptions to these rules for cataloguing of books in this collection. It is clear from these rules that the compiler does not have access to an established tradition of cataloguing on which to fall back. The compiler struggled to create a system which would not only make for some consistency but would also serve as a guide to future librarians. The first general principle the compiler lays down is that all books dealing with a single subject should be stored together and should appear in the catalogue under the same subject heading. An exception to this is that multiple copies of books which could appear under two or more headings are to have a copy placed under each heading. The concept of cross- referencing had not yet found its way into Ottoman libraries. As an example of this problem he cites the *Bidayetu'l-Hidaye* of el-Gazzali, which is a mystical work on Islamic law, and as such could equally be considered a work of mysticism or a work on Islamic law. The compiler's solution is to divide the copies of this work equally between two headings". [25]

The rule governing the entry of the title of a book into the catalogue was based on the exact reproduction of the title as it appeared on the cover of the book and/or on the fly leaf, even though it may not be correct or full title of work. This rule was obviously created to facilitate the work of checking the books against the catalogue. The importance which the compiler attached to this principle could be seen in the great number of examples he offered. [26]

Although there are references to catalogues of libraries being drawn up, as for example the catalogues of the Fatih Library prepared in the reigns of Beyazid II and Suleyman the Magnificent, they have not survived.

From the second half of the sixteenth century onwards, there is an improvement in the quality of the bibliographical descriptions and classification of the books listed as appendices to the endowment deeds. Thus we see in the list of books endowed by Ismihan Sultan, the daughter of Sultan Selim II, that a Koran was described as follows:

"Holy Koran: Large size. 15 lines. First 2 lines written in Reyhani in gold, remainder in naskh. Paper is devletabadi. Binding: black and ornamented." [27]

Although there is no development in the method of describing books in the list appended to the foundation deeds in the seventeenth century, there is a general tendency to proliferate headings and introduce subheadings as the collections grew larger. [28]

In the eighteenth century, it is common to find a separate catalogue apart from the list appended to the foundation deeds. The description of the books is no better, if not worse than their counterpart in previous centuries, but there is a further proliferation of headings and subheadings. [29]

At the beginning of the nineteenth century, catalogues drawn up as a summary, with title and sometimes author. These were often described as "el defteri" (handbook) and under each entry was a location number. At the end of the eighteenth and beginning of the nineteenth century there are some extremely well-prepared catalogues. [30]

All the catalogues prepared for Ottoman libraries were subject catalogues, which adhered to a more or less basic pattern with variations. In addition to hand written catalogues, there are also some printed library catalogues in the Ottoman period.

Damad Ibrahim Pasa Kutuphanesi Fihristi (The Catalogue of Damad Ibrahim Pasha) Library is the first printed library catalogue which was prepared by Abdurrahman Nacim Bey who was a wakf inspector, in 1863. This work was followed by Sadrazam Ragib Pasa Kutuphanesi Fihristi which was prepared by the same person in 1869. [31]

Eleven years later, the first classification committee was established to publish library inventory books systematically in Istanbul. After a further twelve years, catalogues of sixty-four Istanbul libraries had been published in forty volumes as a result of the committee's work. These catalogues known as the Catalogues of Abdulhamid (one of the Ottoman Sultans) Reign. [32] Researchers have been using these catalogues as basic reference sources about the libraries in Istanbul for many years.

Meanwhile, a union catalogue had been published. The catalogue included the titles of manuscripts, the authors' names, the names of the libraries and the call numbers of the books. The catalogue organised in systematic order by the subjects. But, the publishing date of this lithographic work and the name of the compiler are unknown. [33]

IV.4. MANUSCRIPT CATALOGUING IN THE REPUBLIC PERIOD OF TURKEY

Some new approaches have existed at the beginning of the Republic period. A committee was established to catalogue manuscripts in Istanbul in 1927, but the committee worked just six months. The second committee which was named as "Kutuphaneler Tasnif Komisyonu" (Libraries Classification Commission), had been established under presidency of Professor Helmut Ritter, on the 2nd March 1935. The committee worked on historic manuscripts with the highest priority. As a result

of this work, the committee had started to publish "Istanbul Kutuphaneleri Turkce, Tarih-Cografya Yazmalari Kataloglari" (The Catalogues of Turkish, History-Geography Manuscripts in Libraries in Istanbul) since 1943. This work ended in 1962. [34]

Then many works began independently and most of them could not have been completed. For example, The General Directorate of Libraries attempted to publish an index catalogue which included abridged bibliographic citations of manuscripts in Istanbul in 1965. Although a part of this work was completed and printed in 1972, the complete work has not been published. [35] In addition to the works of the institutions such as the Turkish National Library, the General Directorate of Libraries and the Research Centre for Islamic History, Art and Culture of the Organisations of the Islamic Conference (IRCICA), some works were undertaken by individual researchers such as Fuat Sezgin, Ismet Binark, Turgut Kut and Ramazan Sesen. However, the works included limited number of MSS and some only included Turkish MSS and they can be described as bibliographies or listings of MSS rather than catalogues. Detailed information concerning the above works can be obtained from the valuable article of Professor Birnbaum. [36]

IV.4.1. THE TÜYATOK PROJECT

The last work on manuscript cataloguing is the TÜYATOK Project (Turkiye Yazmalari Toplu Katalogu-The Union Catalogue of Manuscripts in Turkey) described in brief in Chapter I. The General Directorate of Libraries began the project on the 12th April 1978. [37] The project aimed to provide bibliographic control of manuscript collections in Turkey and to publish a union catalogue.

The TÜYATOK Office was organised and served under the administrative body of the General Directorate of Libraries until 22nd June 1992. Then, the Office moved into the Turkish National Library. [38]

The Mausoleum, The Presidency of Turkish Republic and the Parliament's collections were catalogued and the catalogue published in 1979. [39]

Approximately 50,000 manuscripts were catalogued by the TÜYATOK Project and the catalogues which include 12,000 records, were published by the General directorate of Libraries.

The public libraries whose collections were catalogued by the TÜYATOK Project are; Adana, Adiyaman, Afyon (Gedik Ahmet Pasa), Amasya (Beyazit and Gumus), Ankara (Adnan Otuken), Antalya (including county libraries), Balikesir, Bolu, Burdur, Cankiri, Corum, Diyarbakir, Elazig, Erzurum, Eskisehir, Gaziantep, Giresun, Istanbul (Some collections of Suleymaniye Library), Kastamonu, Konya (Regional Manuscript Library), Malatya, Mus, Nevsehir (Urgub), Ordu, Rize and Urfa. [40]

The collections which were included in TÜYATOK volumes are given in Appendix XIII.

The TÜYATOK Project has also met problems. These are, first of all, that there is no written plan or timetable for the TÜYATOK Project. Therefore, the activities in TÜYATOK Office have been going on as ordinary unscheduled, resource-driven processes rather than as supporting a planned project in the National Library, for the benefit of society at large.

Predictably the progress of the Project is very slow and according to Bayoglu [41] who is the Chief Librarian of the TÜYATOK Office,

cataloguing of all manuscript collections in Turkey would take 500 years by the present tools, manpower and technology or system. As mentioned earlier, there is no organised budget and no special funding for TÜYATOK Office and its activities. Therefore, it is impossible to state the likelihood of continuity of funding.

In addition to the lack of programme and organised funding, the number of staff is quite insufficient in the TÜYATOK Office given the size of the collections in Turkey as whole. The staff have no IT skills and would need substantial training for any computer applications and there are no computer applications packages including word processing in the Office.

There have been no systematic studies of MSS cataloguing in Turkey. As mentioned in chapter I, Professor Birnbaum's works are the only studies which show academic approach and quality. However, Professor Birnbaum's studies just concentrated on Turkish MSS. (The Ottoman MSS occur in one of three languages; Ottoman Turkish, Arabic (the dominant language of MSS in Turkey) and Persian). Therefore, the information about MSS cataloguing as a whole which might guide a system design study is very limited. This may, one may conjecture, have inhibited Government support of the TÜYATOK work to some a extent.

As mentioned above, the TÜYATOK Project has existed without programme, plan and earmarked funding. The project very clearly requires further major support and re-organisation notwithstanding the achievements of the project to date.

IV.4.2. THE GUIDE FOR CLASSIFICATION AND CATALOGUING OF MSS AND RARE PRINTED BOOKS AND CLASSIFICATION SCHEME FOR ISLAMIC SCIENCES (YAZMA VE ESKE BASMA ESERLERI TASNIF VE FISLEME KLAVUZU VE ISLAM DINI ILIMLERI TASNIF CETVELI)

The guide was prepared by Aziz Berker who was the head of the Directorate of Libraries, Ministry of Education and Ismet Parmaksizoglu who was an expert in this institution in 1957. The guide was printed in December 1957 and published in 1958 [42] and it is the present guide for manuscript cataloguing in Turkey.

The guide does not have a clear structure to understand and follow and, the rules for cataloguing and preparation of catalogue cards are ordinarily listed and examples are given without structure and relation between the sections. The given rules can be summarised and listed according to the provided information (which is rather loose) in the guide as follows:

1. Identification of Bibliographic Elements for Cataloguing of MSS

Authorship. Rules for statement of authorship, statement of title or nickname (by-name) , statement of multiple titles or nicknames, statement of the source of author's name, statement of the person who can be accepted as author, statement of translation and rules for their acceptance for originality, statement of translator and rules for authorship.

2. Statement of Title of MSS

This section includes the rules for statement of title(s), guidance for how

and where the title could be acquired, rules for statement of the popularity of a manuscript, rules for serial titles, statement of the source of bibliographic data, rules for unknown title, statement of the date of MSS.

3. Uncompleted MSS

This section includes rules for cataloguing of uncompleted MSS.

4. Serials (Risaleler Mecmuasi)

This section includes rules for cataloguing of serial MSS.

5. The Other Elements of a Bibliographic Record

This section includes rules for the following statements:

- size of the MSS
- number of leaves
- number of lines
- calligraphy
- mustensih (the person who copied or scribe the manuscript)
- the place
- the date
- miniatures, elaboration, drawings etc.

6. Statement of the Contents of MSS

This section includes rules for the statement of the contents of MSS.

7. Added Entries for Serials

This section includes rules for added entries for serials

8. Notes

This section includes rules for the notes.

9. Spelling and Recording of Bibliographic Data

This section includes rules for spelling, statement of source library of MSS, statement of book number, statement of class numbers, rules for transcription, rules for punctuation and presentation of data on the catalogue card. [43]

The Guide requires the libraries to produce catalogue cards for the following entries:

- author
- title
- subject

(According to the guide, these three entries are the main entries.)

- translator
- added entries for authors and titles (it is referred as reference entries in the guide)
- serials
- author who completed someone else' uncompleted work
- cumulative works
- Seri
- mustensih (the person copied or scribe the MSS).

In addition to the cataloguing rules, the guide provides rules and list for transliteration [44] and impose that usage of the classification scheme which is based on DDC for classification of MSS and incunabula.

According to the guide, the subject divisions which are given between 297-299 in DDC are not sufficient for Islamic subjects and as a result of this, some Islamic subjects added to the scheme. [45]

Although the guide does not have a clear structure, it can be said that it is

quite comprehensive and not too far removed from AACR. However, in practice, the rules are not always followed by the libraries. For instance, it was observed that in the Turkish libraries, just author's name and title given in some bibliographic records. In TUYATOK Catalogues, rules are completely ignored. (Examples of TUYATOK records are given in Appendix XIV). This situation can be explained on the basis that : (1) the structure of the Guide is not clear to follow, (2) the qualifications and training of the librarians are inadequate to interpret the rules and (3) the Guide itself is also inadequate to catalogue Ottoman MSS.

The criticism over the Guide have been going on since it was introduced. For example, according to Birnbaum [46],

"this code is disappointing in many ways, since the irregularities of previous cataloguing in general, and transliteration in particular, have been obvious for so long that a new and comprehensive scheme was much overdue".

It seems that the Guide is also inadequate to catalogue Ottoman MSS and it is one of reasons for the confusion or non-standard cataloguing of MSS in Turkey.

As a conclusion of this chapter, it can be said that there is a confusion generally over MSS cataloguing rules in Turkey and that the TUYATOK Project does not use any standard codes to catalogue MSS. It is very obvious that there is a need for standard cataloguing codes or, as mentioned at the end of previous chapter, perhaps by way of adaptation of AACR2 for Ottoman MSS cataloguing. However, any attempts at adapting AACR2 rules, or putting forward new rules must involve MSS librarians and archivists in Turkey. Otherwise, as happened in the development of

MARC-AMC, the resistance of the MSS librarians to use the code will be inevitable. Probably, the existing Turkish rules are ignored because of the lack of co-operation and communication during the preparation of the code between the authors of the code and MSS librarians in Turkey. The involvement of the MSS community would seem to be necessary step both to avoid sentimental factors such as professional and national pride inhibiting the development of workable rules, and to develop sensible rules as such.

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CHAPTER V. THE PRESENT SITUATION IN MSS CATALOGUING AND ORGANISATION IN TURKEY AND UNITED KINGDOM

This chapter provides results of the surveys which were undertaken in Turkish and British libraries to determine the present situation in MSS cataloguing. The information about the surveys are not repeated here since all the information related to the surveys were given in chapter I.

V.1. THE PRESENT SITUATION IN THE TURKISH LIBRARIES

V.1.a. BEYAZID STATE LIBRARY (BSL)

This Library is a public library and one of the legal deposit libraries in Turkey. The Library holds all types of information sources as well as MSS collections. However, the library does not acquire MSS at present.

The Library is well-equipped with furniture, a computer system, generator and photocopy machines. The storage areas is well protected against fire and floating and provides lots of space for the future needs. The Library does not use the computer system for MSS activities. The computer-based catalogue includes bibliographic records of monographs and searching facilities are provided by a librarian.

According to the librarian, the number of the staff is insufficient and they can perform just daily works such as administration and reference services. Processing the legal deposit materials is neglected and the items which have been received are kept in the stores unopened.

MSS collections in the Library have been catalogued already without using any cataloguing standard and subject access to the MSS collections is not available in the Library. There is considerable variation in the level of bibliographic description which is used.

V.1.b. SULEYMANIYE LIBRARY (SL)

This Library has the largest MSS collections with its 66,850 MSS (at the end of 1993), in Turkey. The Library's MSS collections are still growing. The Library has 44 branch libraries which are mostly small and special libraries such as foundation (wakf) libraries and all the technical services of these libraries are centralised at the Main library.

The Library has card and computer-based catalogues. The computer-based catalogue includes the branch libraries' records. At present there are 313,000 records (including MSS, rare printed books and current materials) on the computer-based catalogue. The bibliographic data in the card and computer-based records are not similar and subject access is not available in either catalogue.

The Library has 5 personal computers and all catalogue records are stored on one computer which has 500 MB hard disk capacity. The software was developed by one of the academic staff of Marmara University on a voluntary basis with QBASIC for data entry and searching. The system does not use any standard format or cataloguing rules. (The examples of search screen and bibliographic record are given in Appendix XV.) User access and subject searching are not available on the system.

The Library is developing a new system using an SQL DMS. However, according to Mr Nurcan who is one of the librarians at Suleymaniye Library, the new system also does not involve any cataloguing standards.

V.1.c. ISTANBUL UNIVERSITY LIBRARY-DIVISION OF RARE BOOKS AND MUSEUM (IUL)

This Library has 18,600 MSS and the collection is not growing. All the MSS have already been catalogued without using standard rules. The level of bibliographic description is varied in the card catalogue. The catalogue provides subject access. The library had developed a subject headings list for Islamic MSS and this list had been used in the applications.

V.1.d. KONYA REGIONAL MANUSCRIPT LIBRARY (KRML)

This Library was established to collect all MSS in public libraries in Turkey and to provide pathology and restoration services to the country except Istanbul region which has a unit for this kind of services in Suleymaniye Library. The Library has been equipped to perform restoration activities, but the staff who have qualification could not be employed because of the low salary policy.

The Library has 25,000 MSS and the collection is growing very rapidly. For example, 9,000 MSS were added into the collection in 1993-1994.

The Library has 37 staff, 6 of whom have graduate degrees at BA level and majority of the staff do not have any sort of qualifications to deal with MSS. Concerning the library's aims, functions and responsibilities at the

national level (to provide MSS services and restoration facilities), the library needs more qualified staff, especially for preservation and restoration activities.. During the observation, the author noted that the MSS collection are not protected well in the storage area and most of the restored MSS have lost their original forms such as original design, original binds and colours.

The level of bibliographic descriptions of the MSS is varied in the card catalogue (sometimes just author's name and title given on catalogue cards) and subject access is not available in the catalogue.

V.1.e. TURKISH NATIONAL LIBRARY-DIVISION OF MSS AND RARE BOOKS (NL)

This division holds 18,464 MSS in the Turkish National Library. The activities of the division are completely different from the activities of TUYATOK Office which is located in the National Library as well.

There is only one person who is employed for the MSS activities in the Library. A retired librarian who is the previous president of the Library has been assisting to catalogue MSS on a voluntary basis.

The collection is growing approximately 300 MSS in a year. The Library published the catalogue of the MSS collection. Subject access is not available in the library.

V.1.2. MSS HOLDINGS IN THE LIBRARIES

Except for Istanbul University library and the National library, MSS collections generally are held by the libraries which are controlled and directed by the General Directorate of Libraries, in Turkey. These libraries are mostly public libraries and as a result of this the organisation of MSS, cataloguing, classification and conditions for usage of MSS are same in all these libraries.

Suleymaniye Library (SL) has the largest collection in Turkey. However, Konya Regional Manuscript Library (KRML) has been acquiring MSS collections from public libraries and the Library's collection is growing very rapidly. For example, the percentage growth in 1993-1994 was 36% . The collections of Beyazid State Library (BSL) and Istanbul University (IUL) are static.

	BSL	IUL	KRML	NL	SL
HOLDINGS	10,966	18,600	~25,000	18,464	66,850
INCREASE IN A YEAR	0	0	9,000 (36%)	~300 (1.62%)	~300-400
			in 1993-1994		(0.44%- 0.59%)

TABLE I. THE HOLDINGS AND INCREASE IN A YEAR

The Beyazid State Library has acquired all of its collections as gifts (100%), KRML, as mentioned earlier, has been acquiring the majority of MSS by transferring from the public libraries (97.7%), the NL acquires MSS mainly by purchasing (98%) like SL (85%).

ACQUISITION WAYS	BSL(*)	IUL(*)	KRML	NL	SL
GIFT	100%	?	500 in last 10 years	2%	15%
PURCHASE		?	200 in last year (2.2%)	98%	85%
DEPOSIT		?	8,800 in last year (97.7%)		

*= No acquisition in these libraries now ?= No response

TABLE II. THE ACQUISITION METHODS AND THEIR PERCENTAGES.

V.1.3. THE MSS CATALOGUES IN THE LIBRARIES

All libraries which are in the sample group have card catalogues which are organised as divided catalogues. However, KRML has also a printed catalogue which includes 2,000 records and the NL has also a printed catalogue.

SL has also computerised catalogue which includes 313,000 bibliographic records (109,000 of these records belong to the SL, the others belong to its 44 branch libraries.

BSL	IUL	KRML	NL	SL
CARD(DIVIDED)	CARD(DIVIDED)	CARD(DIVIDED)	CARD(DIVIDED)	CARD(DIVIDED)
Dedicated to MSS	Dedicated to MSS	Dedicated to MSS	Dedicated to MSS	Dedicated to MSS
		Printed (book)	Printed (book)	Computer-based
		Dedicated to MSS	Dedicated to MSS	313,000 records
		2,000 records	237 records	

TABLE III. THE CATALOGUE FORMS IN THE LIBRARIES

The catalogues which are shown in Table III are currently being maintained by these libraries. MSS collections are organised by accession numbers on the shelves in all libraries. However, SL organise MSS first by their origins and then by their accession numbers.

V.1.4. THE CATALOGUING RULES IN USE

The Turkish libraries have been using "Yazma ve Eski Basma Eserleri Tasnif ve Fisleme Klavuzu ve Islam Dini Ilimleri Tasnif Cetveli" (The Guide for Classification and Cataloguing of MSS and Old Printed Books and The Classification Scheme of Islamic Sciences) since 1958 which is described in the previous chapter. The level of bibliographic description is varied in the catalogues in the libraries. The libraries use both brief description and full description in their catalogues.

LEVEL OF BIBLIOGRAPHIC DESCRIPTION	BSL	IUL	KRML	NL	SL
BRIEF					
FULL			*(?)		
MIXED(BRIEF-FULL)	*	*		*	*

TABLE IV. THE LEVEL OF BIBLIOGRAPHIC DESCRIPTION

(?)According to the librarian the bibliographic level of description detailed but the library's catalogue includes various levels of description.

The libraries use DDC to classify the MSS except IUL (no classification in the library), but they also declare that DDC is not sufficient to classify Islamic MSS.

BSL	IUL	KRML	NL	SL
Some in DDC	No classification	DDC	DDC	DDC

TABLE V. THE CLASSIFICATION SYSTEMS IN USE

The libraries do not use any standard subject headings lists. Subject headings are not given in BSL, KRML and SL, but appropriate subject headings are given by the librarian depending on his own experience in the NL, and the IUL uses the subject headings list which was prepared by the library.

The libraries have been using similar printed bibliographic tools to assist their cataloguing activities. The "Kasf-Al-Zunun" (one of the basic bibliographic sources for Islamic MSS which was written by Katip Celebi in 1341-1343, and Brockhelmann's work "Geschichte der Arabischen Literatur" known as GAL are heavily in use in the libraries. In addition to these the libraries have been using the "Osmanli Muellifleri" (Ottoman Authors), "Mucemul Muellifin", "Topkapi Yazmalar Katalogu" (The Catalogue of Topkapi Palace), "Devri Hamidi Kataloglari" to assist MSS cataloguing. These bibliographic sources are used to confirm bibliographic data such as author's name and title.

Ottoman MSS were written in Arabic alphabet and Turkish people have been using the Latin alphabet since 1928. Therefore, libraries in Turkey present their cataloguing records in Latin alphabet and modern Turkish. As a result of that, all bibliographic data which are in Arabic alphabet have to be transliterated into Turkish. The libraries have been using "Islam Ansiklopedisi Transkripsiyon Listesi" (Encyclopaedia of Islam's Transcription List) as transcription standard. Arabic is the dominant

language, Ottoman is the second and Persian is the third language in Ottoman MSS collection.

THE LANGUAGES	BSL*	IUL*	KRML*	NL*	SL*
ARABIC	80%	30%	80%	65%	75%
OTTOMAN	15%	60%	10%	25%	19%
PERSIAN	4%	10%	10%	10%	6%
OTHER(S)	1%				0.02%

*= The approximate percentages are given by the respondents

TABLE VI. THE LANGUAGES AND THEIR PERCENTAGES

All libraries accept the lack of appropriate cataloguing rules for Islamic MSS. However, the libraries' responses for the other major problems which the cataloguers meet when cataloguing is not similar. Table VII shows the libraries' responses.

THE MAJOR PROBLEMS	BSL	IUL	KRML	NL	SL
Determination of authorship	S	*	O	O	SL
Determination of the author's, calligraphist's names and etc.	S	S	O	O	SL
Determination of the validity of information given by the calligraphist	SL	O	O	SL	SL
Unreadable calligraphy	SL	S	SL	S	SL
Transliteration of Arabic letters	SL	*	SL	S	SL
Inappropriate cataloguing rules	O	*	O	O	O

O= OFTEN, S= SOMETIMES, SL= SELDOM *= No response

TABLE VII. THE MAJOR PROBLEMS PERCIVED BY LIBRARIANS

Expertise in the Arabic, Persian and Ottoman languages , and expertise in bibliographic sources for Islamic MSS are accepted as basic needs to catalogue the Islamic MSS. The responses for the other options (needs and expertise) do not show similarities. Table VIII shows the needs of expertise to catalogue Islamic MSS.

THE NEEDS FOR EXPERTISE	BSL	IUL	KRML	NL	SL
Expertise in the Language(s)	E	E	E	E	E
Expertise in Islamic MSS making	U	S	S	E	E
Expertise in Islamic MSS arts	U	U	S	H	E
Expertise in Standards, Cataloguing rules	E	H	H	E	E
Expertise in Bibliographic sources	E	H	E	E	E

E= ESSENTIAL, H= HIGHLY DESIRABLE, U= USEFUL, S= SELDOM NEEDED

TABLE VIII. THE NEEDS FOR EXPERTISE TO CATALOGUE ISLAMIC MSS

Note: The options "MSS Making" and "Islamic Book Decoration Arts" look like similar options. However, Islamic decorative arts were used to decorate buildings and the other possible places as well as MSS. For example, Islamic calligraphy was used to decorate the buildings. Therefore, "Islamic Book Decoration Arts" is placed as an option to separate the other Islamic decoration forms and MSS making and MSS decoration.

V.1.5. STAFF IN THE LIBRARIES

The number of staff in the libraries in the sample group is not sufficient. For example, there is only one person employed by the NL for MSS in the library. There are 32 people in the BSL, but only one person is responsible for the MSS activities in the library.

In addition to the insufficient number of staff, the number of qualified staff is limited. For example, the number of people who graduated high school or under degrees (secondary and primary school) is 24 out of 32 in BSL, 31 people out of 37 in KRML, 19 people out of 28 in SL and also the number of librarians who graduated in librarianship (2 staff) is limited. Linguistics is the most common subject of the professionals who are university graduates.

NUMBER OF STAFF IN THE MSS DEPT.	BSL	IUL	KRML	NL	SL
TOTAL	1	5	37	1	28
CATALOGUER (MSS)	0	0	5	1	5

TABLE IX. THE NUMBER OF STAFF IN THE LIBRARIES

The professional staff is generally responsible for the cataloguing activities in the libraries. However, the number of cataloguers among the professionals is limited. For example, there is no cataloguer in either BSL or IUL since the libraries do not acquire MSS any more and only one in the NL. There are 5 experts in cataloguing in SL which holds the majority of the MSS collection in Turkey. In KRML there are 5 linguists who are supposed to be cataloguers without librarianship and/or cataloguing background. In SL which has a computer-based catalogue there is only one person who took a course on computer programming for 8 months as a automation expert.

EDUCATIONAL BACKGROUND OF THE STAFF	BSL	IUL	KRML	NL	SL
LIBRARIANSHIP	6	0	1	0	2
LINGUISTICS	1	2	5	1	5
HISTORY	1	0	0	0	2
THEOLOGY	0	0	0	0	0
HIGH SCHOOL AND UNDER	24	3	31	0	19

TABLE X. THE EDUCATIONAL BACKGROUND OF THE STAFF

V.1.6. AVAILABLE SERVICES FOR USERS

MSS services such as microfilming, consultation with expert staff are provided to the users and microfilms are offered (if available) instead of the original MSS in all libraries. Except the BSL, the libraries also provide consultation with expert staff, who may offer advice about detailed information about the book, the period, the author and the calligraphist. In addition to these services, the SL provides searching facilities on its computer-based catalogue of the MSS collection.

THE SERVICES	BSL	IUL	KRML	NL	SL
MICROCOPY	*	*	*	*	*
VIDEO DISK					
CD-ROM					
CONSULTATION		*	*	*	*
OTHER(S)		Slides, Photos			Computer-based searching

TABLE XI. AVAILABLE SERVICES IN THE LIBRARIES.

V.1.7. MSS USAGE IN THE LIBRARIES

No user studies have been undertaken by the libraries in the sample group. However, according to the respondents MSS are heavily used by theologians (except IUL), historians, linguists and literary researchers. (Table XII lists the perceptions of the library staff as to who are the largest groups of MSS users).

THE USER GROUPS	BSL	IUL	KRML	NL	SL
HISTORIANS	1	5	1	2	1
THEOLOGIANS	1	5	1	2	1
LITERARY RESEARCHERS	3	3	2	1	2
LINGUISTS	4	4	3	2	2
ART HISTORIANS	5	2		2	3
ARTISTS	6	8		3	5
SOCIOLOGIST	7	6			4
ARCHAEOLOGISTS		7			

1= The largest group 8= the smallest group

TABLE XII. USER GROUPS AND THEIR RANKS

The common purposes of the MSS usage were figured out as theological research, historical research and literary research (TABLE XIII).

PURPOSES FOR USAGE	BSL	IUL	KRML	NL	SL
ARTISTIC		*			*
LITERARY RESEARCH	*	*	*	*	*
HISTORICAL RESEARCH					
THEOLOGICAL RESEARCH	*	*	*		*
ARCHAEOLOGICAL RESEARCH					
SOCIOLOGICAL RESEARCH					

TABLE XIII. THE PURPOSES FOR MSS USAGE.

V.1.8. THE LEGAL AND FINANCIAL SUPPORT

All activities of these libraries including the conditions for usage are directed and instructed by some written, formal instructions which are prepared by the responsible organisations or institutions (The following chapter provides more detailed information about the rules). There are also some rules and regulations which are about the MSS services and the conditions for the usage.

There is no organised budget for MSS and related activities.

V.1.9. AUTOMATION IN THE LIBRARIES

There is no computer-based application including word processing and also no plan to automate the functions in IUL, KRML and the NL-MSS division. BSL has got a computer system for the printed materials. The software which was developed by the library does not use MARC formats or any cataloguing standards. There is no attempt or plan to computerise MSS activities in the library. Suleymaniye Library has a computer-based catalogue which does not use any standard format or cataloguing rules.

The library is developing a new system which also does not involve any cataloguing standards.

V.2. MANUSCRIPTS AND CATALOGUING IN UNITED KINGDOM (UK).

This part of the study aims to determine similarities and differences between the British and Turkish libraries as well as Western and Islamic MSS in terms of cataloguing. The results of the first survey which was undertaken in UK libraries are presented in this part of the study. The sample group comprise the following libraries: the Bodleian Library of Oxford University (BDL), the British Library Oriental and Indian Office Collections (BL), the Chester Beatty Library, Dublin (CBL) and the Library of the University of London-School of Oriental and African Studies (SOAS). The information about the survey is given in the Chapter I.

V.2.1 WESTERN MSS HOLDINGS

The Bodleian Library has the largest collection in the sample group with its 200,000 MSS. The MSS collections are growing in these libraries except the Chester Beatty Library. There is no acquisition in this library . (TABLE XV).

	BDL	BL	CBL	SOAS
WESTERN HOLDINGS	200,000	60,000	7,000	No response
ISLAMIC HOLDINGS	18,000	No response	160	2,500

TABLE XIV. MSS HOLDINGS

BDL	BL	CBL	SOAS
No response	100	None	6-10

TABLE XV. COLLECTION GROWING (per year)

The libraries acquire MSS by different means. The Bodleian Library acquires MSS mainly as gifts and SOAS acquires all MSS as gifts. However, BL acquires MSS mainly through purchase (95%). (TABLE XVI).

ACQUISITION METHOD	BDL	BL	CBL	SOAS
GIFT	Mainly	4%	*	100%
PURCHASE	A few	95%	*	
DEPOSIT	Some	1%	*	

*= No acquisition

TABLE XVI. THE ACQUISITION WAYS OF THE LIBRARIES

These collections are mainly organised by call number on the shelves in the libraries. However, the BL organise MSS by accession numbers within 3 basic size categories. BDL and CBL also prefer to organise MSS by their languages(TABLE XVII).

	BDL	BL	CBL	SOAS
ORGANISATION ON	by call numbers	mainly by accession	by call numbers	by call numbers
THE SHELVES	by languages	number within 3 size categories	by languages by the origin of MSS	

TABLE XVII. MSS ORGANISATION ON THE SHELVES

V.2.2. THE MSS CATALOGUES IN THE LIBRARIES

All libraries have card and printed catalogues. CBL and SOAS have also computer based catalogues. Any MSS acquired since computerised cataloguing began in 1990 would be catalogued on the system in SOAS. (As a matter of fact there have not been any.) The same cataloguing standard for monographs is being used in the library.

In the CBL an in house customised relational database system was developed for inventory catalogues, shelf list and movement log. According to the respondent an OPAC can be provided.

Table XVIII shows the MSS catalogues and their forms in the libraries. The libraries which have computer-based catalogues are inclined to maintain the computer-based catalogues rather than card or printed catalogues. The BL and BDL library are currently maintaining the card catalogues.

BDL	BL	CBL	SOAS
*Card (divided)	*Card dedicated	Card (divided/systematic)	Card (divided)
dedicated to MSS	to MSS	Integrated	dedicated to MSS
Printed (book)	*Printed (book)	Printed (book) dedicated	Printed (book)
dedicated to MSS	dedicated to MSS	to MSS	Integrated
	Some languages are in	*computer-based	*OPAC
	the card catalogues,		
	some in the printed		
	*= Shows currently being maintained type.		

TABLE XVIII. MSS CATALOGUES AND THEIR FORMS

V.2.3. MSS CATALOGUING IN THE LIBRARIES

The CBL and SOAS use AACR2 to catalogue MSS but, the BDL and BL do not use any standard rules to catalogue MSS.

The libraries have different approaches to the level of bibliographic description. For example, BDL prefers a brief level for the card catalogue and a full or detailed level for the printed catalogue. The languages of the MSS in the BL have a significant role in the determination of the bibliographic level and the form of the catalogue. Table XIX shows the bibliographic description level in the libraries.

BDL	BL	CBL	SOAS
Card-brief	Depend according the languages	Brief, full	Brief
Printed-full	The policy in general is to produce comprehensive description of all MSS		

TABLE XIX. THE LEVEL OF BIBLIOGRAPHIC DESCRIPTION

Classification is a confusing subject in MSS cataloguing. The libraries do not use a recognised standard classification system or they do not classify the MSS. MSS are not classified in BL, CBL and SOAS. However, the classification system in the BDL is a personal approach which is depending on the cataloguer's discretion.

In addition, the libraries do not use any standard subject headings list and/or thesaurus to access MSS, except SOAS which uses LCSH.

V.2.4. AVAILABLE SERVICES FOR USERS

The libraries provide similar services to the MSS users. While most libraries provide microcopy services, the BDL does not. All libraries provide direct access to the original MSS. However, consultation with expert staff is available in BDL and CBL. The libraries do not provide electronic information sources such as CD-ROMs and Videodisks for MSS (TABLE XX).

THE SERVICES	BDL	BL	CBL	SOAS
MICROCOPY		*	*	*
VIDEO DISK				
CD-ROM				
CONSULTATION	*		*	
DIRECT ACCESS	*	*	*	*
OTHER(S)				

TABLE XX. THE AVAILABLE SERVICES FOR USERS

V.2.5. OTTOMAN MSS CATALOGUING IN UK LIBRARIES

The CBL and SOAS do not separate MSS activities as Western and Islamic MSS. They use the same cataloguing rules for both Western and Islamic MSS. However, BL's MSS Department has its own subject classification for European Language materials.

The libraries' responses about the differences between the Western and Islamic MSS at point of cataloguing are given below:

According to the SOAS the physical characteristics of the Islamic manuscripts are the important differences between Western and Ottoman MSS at point of cataloguing. According to the BL, the cultural background knowledge is very important to catalogue MSS effectively. There is no response from BDL and CBL about the differences between Western and Ottoman MSS at point of cataloguing.

The libraries have expressed the needs of expertise to catalogue Ottoman MSS as follows;

THE EXPERTISE	BDL	BL	CBL	SOAS
Expertise in languages (Arabic, Ottoman and Persian)	*	E	*	E
Expertise in Islamic MSS making	*	H	*	H
Expertise in Islamic calligraphy	*	E	*	E
Expertise in Islamic MSS decoration arts	*	H	*	H
Expertise in cataloguing rules, standards and etc.	*	H	*	E
Expertise in bibliographic sources	*	E	*	E
Other(s)				

E= Essential, H= Highly Desirable, U= Useful ,S= Seldom Needed *= No response

**TABLE XXI. THE NEEDS OF EXPERTISE TO CATALOGUE
OTTOMAN MSS**

BL's and SOAS' responses are quite similar. The BDL and CBL have no responses to this question. However, the expressions of the problems which the cataloguer's meet when cataloguing Ottoman MSS do not show similarities. The expressions of the libraries for the major problems which they meet when cataloguing Ottoman MSS are shown in the TABLE XXII. The BDL and CBL did not reply to this question.

THE MAJOR PROBLEMS	BDL	BL	CBL	SOAS
Determination of authorship	?	S	?	O
Determination of the author's name, calligraphist name, etc.	?	S	?	O
Determination of validity of the given information on the MSS	?	SL	?	?
Unreadable calligraphy	?	S	?	O
Transliteration of Arabic letters	?	SL	?	O
Inappropriate cataloguing rules	?	N	?	?
Other(s)				

O= often, S= sometimes, SL= seldom, N= never, ?= No response

**TABLE XXII. THE MAJOR PROBLEMS IN CATALOGUING
OTTOMAN MSS**

V.2.6. OTTOMAN MSS USAGE IN THE LIBRARIES

As mentioned above, none of the libraries have undertaken studies of their users in a systematic way. However, the staff of the various libraries report that the major users of Ottoman MSS are historians, linguists and literary researchers. In addition to these, art historians, artists, theologians, librarians and musicologist are also using the Ottoman MSS in the BL.

USER GROUP	BDL	BL	CBL	SOAS
LINGUISTS	*	*	?	*
LITERARY RESEARCHERS	*	*	?	*
SOCIOLOGISTS			?	
HISTORIANS	*	*	?	*
ARCHAEOLOGISTS		*	?	
ART HISTORIANS		*	?	
ARTISTS		*	?	
THEOLOGIANS		*	?	
OTHER(S)		Librarians, musicologists		

?= No response

TABLE XXIII. THE USER GROUPS OF OTTOMAN MSS

The common purposes of the MSS usage were deduced as literary research and historic research in the libraries.

PURPOSE	BDL	BL	CBL	SOAS
ARTISTIC		*	*	
LITERARY RESEARCH	*	*	*	*
HISTORIC RESEARCH	*	*		*
THEOLOGICAL RESEARCH		*		
OTHER(S)				

TABLE XXIV. THE PURPOSES OF THE OTTOMAN MSS USAGE

V.3. THE COMPARISON OF THE MANAGEMENT OF MSS BETWEEN UK AND TURKEY.

Holdings and Acquisition

The BDL and the SL have the largest collections in the sample groups and the growth of the collections in the British Libraries is limited compared with the Turkish Libraries. There are two reasons behind this situation; first the policy of the General Directorate of Libraries (the responsible organisation for the public libraries in Turkey) which seeks to collect all MSS from the public libraries into KRML, and the second is that many member of the public keep MSS in their homes where they are viewed as family heirlooms. (For various reasons, people decide to sell or donate the MSS to the libraries, and this is the evidence for latter.)

The SOAS, the Beyazid and the SL (the main collection) acquired all their collection by gift, and the BDL acquired the collection mainly as gift. However, the BL (95%), the NL (98%) and the SL acquire the MSS mainly by purchase now. The BL (1%), the KRML (97.7) and the BDL also acquire the MSS through deposit. The CBL, the BSL and the IUL do not acquire MSS now.

The MSS Organisation on the Shelves

The British Libraries organise MSS on the shelves by their call numbers except the BL, which organises the MSS by their accession numbers like all the Turkish Libraries. The BDL and the CBL also organise the MSS collections by their languages.

The MSS Catalogues

All British Libraries and the KRML and the NL have both card and printed catalogues. The CBL, the SOAS and the SL have also computer based catalogues for the MSS. The BSL and the IUL have only card catalogues. Except in CBL which integrates MSS material into its main catalogue all the libraries have separate MSS catalogues.

The CBL and the SOAS currently maintain the computer-based catalogues, the SL maintains card and computer based catalogues, the BL maintains card and printed catalogues, and the BDL, the BSL and the IUL maintain the card catalogues.

The Cataloguing Standards in Use

While the CBL and the SOAS use AACR2 to catalogue the MSS, the other libraries do not use any international standards. However, the Turkish libraries use "Yazma ve Basma Eserleri Tasnif ve Fisleme Klavuzu" which is acceptable as a national standard but is not compatible with any international standard.

The OPAC in the SOAS uses same cataloguing standard for the MSS with the monographs in the library. The SL's and the CBL's computer based catalogues do not use any standard rules and formats.

The level of the bibliographic description is not consistent in the catalogues in the Turkish libraries and in the CBL. The BDL's card catalogue includes brief description and the printed catalogue includes full description. The languages of the MSS have a significant role in the

determination of the bibliographic level of description in the BL, but the Library's policy in general is to produce comprehensive descriptions of all MSS. The SOAS' catalogues include brief description.

Except the IUL (no classification in the Library), all the Turkish libraries use DDC to classify the MSS despite its limitations for the Islamic subjects. The BL, the CBL and the SOAS do not classify the MSS, but classification is at the cataloguer's discretion in the BDL. Except the SOAS (which uses LCSH) and the IUL (which has its own subject headings list which was created by the Library), all libraries in the sample groups do not use any subject headings list. In the NL, subject headings are given by the librarian depending on his own experience.

The Needs for Expertise to Catalogue Islamic MSS

The libraries have similar responses for expertise in languages, expertise in the standards and expertise in the bibliographic sources. All the libraries responded for expertise in the languages (Arabic, Persian and Ottoman) as "essential" (100%). 57% of the libraries responded for expertise in the standards as "essential", 43% of them responded as "highly desirable". 86% of the libraries responded for expertise in the bibliographic sources as "essential", 14% of them as "highly desirable".

The responses of the BL and the SOAS shows similarities to the British libraries and the NL's and the SL's responses are similar to the Turkish libraries. The responses of four libraries (NL, SL, BL and SOAS) are similar (between "essential" and "highly desirable"). (No responses from the BDL and the CBL).

The Major Problems in Cataloguing Ottoman MSS

All the Turkish libraries responded that "inappropriate cataloguing rules" is a major problem in cataloguing Ottoman MSS. The libraries' responses were the same with the response "often" for this option.

The British libraries did not respond to the question which inquires as to the major cataloguing problems of Islamic MSS, except in the case of the British Library. The BL's response for the option of inappropriate cataloguing rules for Ottoman MSS was "never". However, the BL does not use any standard cataloguing rules to catalogue the Islamic MSS although either it or the respondent implied the existence of appropriate cataloguing rules for Islamic MSS. This is a contradictory situation so if there is a set of appropriate cataloguing rules, why is not it used?

The Available Services for the MSS Users

All libraries in the sample groups provide direct access to the MSS collections. All libraries in the sample groups provide microcopy services to the MSS users (except the BDL). All libraries provide consultation with expert staff (except the BSL, the BL and the SOAS). Video disk, CD-ROM services are not available in any libraries.

Ottoman MSS Usage in the Libraries

No formal studies of MSS users have previously been undertaken by the libraries in either country. According to the respondents,

- Ottoman MSS are mainly used by historians, linguists and literary

- researchers. In addition theologians are heavy users in Turkish libraries.
- Literary research is the most common purpose for the MSS usage in all libraries (100% response for this option). Historical research is the second common purpose in MSS usage (78% response for this option).

There are some similarities and differences between the applications in UK and Turkey. These are; The BL's and the Turkish libraries' organisation methods of the MSS on the shelves are similar (by accession number).

However, the MSS organisation on shelves shows differences between the other British libraries (by call numbers) and the Turkish libraries (by accession numbers). While the Turkish libraries use the "Yazma ve Basma Eserleri Tasnif ve Fisleme Klavuzu" as a standard, the British libraries do not use the same cataloguing standard at the national level.

The libraries have different attitudes to the level of bibliographic description. Except the SOAS (uses LCSH), all libraries in the sample groups do not use any subject headings list.

The libraries' responses for "expertise in the languages (Arabic, Persian and Ottoman)", "expertise in standards" and "expertise in the Islamic bibliographic sources" show similarities. The responses for the "major problems in cataloguing Ottoman MSS" do not show similarities in either sample groups.

The Turkish libraries' responses are the same for the "appropriate standard" in the major problems as "often". However, the interviews and observations which were performed in June-July 1994 in Turkey showed that MSS librarians are not familiar with the AACR.

The responses for the "major problems" are not similar between UK and Turkey . Because of the respondents' knowledge and experience in the Islamic MSS.

Direct access to MSS collection is available in all libraries in the sample groups, but the electronic information sources such as video-discs and CD-ROMs are not available.

According to the respondents, the Ottoman MSS are mainly used by historians, linguists and literary researchers. While theologians as MSS users are placed into the "heavy user groups" in Turkey, they are not placed in the "user groups" in UK libraries except the BL.

This survey showed that the libraries have similar applications as well as different applications in either country to manage the MSS cataloguing.

The present situation can be summarised as follows;

- The number of staff is not sufficient in the libraries in Turkey.
- The quality of staff is also insufficient. The number of librarians whose background is librarianship is limited and most of the professional staff graduated in Arabic and Persian languages in the libraries. This situation affects the activities and the library services. For example, many of the librarians do not recognise the differences between a catalogue and bibliography, the "tesbit fisi" (it is form which is used to determine, to identify and to record bibliographical data of a manuscript for cataloguing) and a catalogue card or a catalogue record,

and the principles of librarianship. In fact, most of them admit their inadequacies.

- There is no communication, collaboration and co-operation between the libraries and organisations.
- The TUYATOK Project and its works do not satisfy the manuscript librarians in Turkey. The project and its works are negatively criticised by the librarians who were interviewed. The criticisms are generally concentrated on the cataloguing data and their presentation. For instance, one of the manuscript librarian has reported she found out that two MSS were catalogued completely wrong by the TUYATOK Office. [1] In addition to that a guide [2] prepared by Prof. Kut who is responsible for the activities of TUYATOK Office in Istanbul to avoid faulty bibliographic records which are already seen in the TUYATOK volumes. Birnbaum [3] also heavily criticised TUYATOK's works and the details of Birnbaum's criticism can be obtained from the referred article.
- Some of the libraries have computer systems and the libraries are trying to implement computer-based system without cataloguing standards.
- Subject access is not available to the MSS collections in all libraries and there is no attempt to find a solution. In fact, a PhD study [4] which involves adaptation of Islamic subjects to the DDC was completed by Dr Fahriye Gundogdu in 1990, but the study is not used by the libraries because of the lack of communication and co-operation. (The extended subject divisions is given in Appendix XVI.)

- Conservation, preservation and restoration of MSS are also common problems. The libraries do not show care about the MSS. For example, as mentioned earlier, the windows of the storage areas in KRML do not have blinds and direct sunlight comes to the MSS. Some work has been done to restore the damaged MSS, but restoration of binds is not successful. However, restoration of the leaves is quite successful in the library.
- Turkish Ministry of Culture which is the responsible government body for the libraries in Turkey does not give enough support to the libraries and organisations. Libraries can not employ experts because of the lack of funding. For example, KRML can not employ technical staff for the preservation activities, because of the lack of funding. On the other hand, librarianship as a profession is accepted as "general administrative service" in the government's official lists which provides lower salaries. Obviously, it is very hard to employ qualified staff without providing reasonable salaries.

The implications of such findings for the present study were that proposals must take into account the fact that the number of staff available to catalogue MSS is limited. In addition to that consideration must be given to the fact that most of the people working with MSS have considerable linguistic but limited cataloguing knowledge. Expert systems could be a solution and may have a role in distributing scarce cataloguing knowledge to the libraries either as training tools, advice giving tools or as cataloguing aids.

Concerning the available resources and skill as well as the present cataloguing practice and level of bibliographic description in the libraries,

it seems sensible that initial attempts concentrate on simplified cataloguing which can be upgraded at a later date should more resources become available. In addition to that language classification of MSS instead of dealing with all languages is necessary to start cataloguing of MSS in particular language which will be determined in the next chapter.

In its present existence as a part of the National Library, TUYATOK does not have the status and authority necessary to implement change. It is necessary to re-organise the TUYATOK Office and consequently the TUYATOK Project. It seems more likely to gain that status if it is granted autonomy.

V.4. REFERENCES

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CHAPTER VI. A SURVEY OF MSS USERS IN TURKEY

This part of the study aims to determine the characteristics of the MSS users, the problems which they meet to access the MSS collections and their expectation from a bibliographic information system in Turkey. A questionnaire survey was undertaken in the following major MSS libraries in Turkey; Beyazid State Library (BSL), Istanbul University Library (IUL), Konya Regional MSS Library (KRML), Suleymaniye Library (SL) and the Turkish National Library (NL). The questionnaire included closed (mainly) and open-ended questions. A quota-sample was aimed at. A total of 100 questionnaire forms were left to the libraries (20 forms to each library) and 100 questionnaire forms collected from the libraries by the end of June 1995. (For more detailed information about the survey, see Chapter I.)

There is no similar survey was undertaken by the libraries or individual researchers and this is the first survey to profile the MSS users in Turkey. Probably, because of being the first experiment, some of the users failed to answer some questions such as their profession, aim to use MSS and some "yes or no" questions. Fortunately, most of the users are interested in the results of the survey and they have provided their addresses so it was possible to complete such missing data.

VI.1. RULES FOR MSS USE

All activities of MSS including the usage are instructed by some “written regulations” and bylaws. Concerning the usage, there are strict rules to use MSS and the MSS libraries. For instance according to the *Kamu Kurum ve Kuruluslarina ait Eserlerden Faydalanma Usul ve Esaslari Hakkinda Tuzuk* (The Byelaw of the Principles and Methods to use the Materials Which Belong to the State Organisations and Institutions) [1] ,

- a user must apply in written (indicating aims, using methods, title of material, place of the material and time) to the organisation or the institution to use the material,
- a user who is wanting to use MSS to write an article or a book, must declare that three copies of the final work will be given to the institution which provides MSS to the user,
- a user must pay a fee for the following services;
 - 1. taking photos, 2. taking slides, 3. taking photocopies, 4. taking microfilms.
- Turkish citizens pay half of the fee,
- users who work for educational, cultural and tourism organisations pay 1/4 of the fees.
- microfilms can be exchanged between the countries instead of charging fee. Turkish libraries accept the microfilms which are "similar" to the Turkish one, and do not give the negatives. [2]

However, according to a circular [3] which was produced by the General Directorate of Libraries, microfilms may not be sent to abroad if there is suspicion about the quality and identification of the foreign user, and if the foreign institution “abuse” (selfishly use) the system, Turkish libraries would not provide any services to them. According to the circular,

Suleymaniye Library is the centre for microfilm request for all MSS collections in Turkey and users who are doing MA/PhD studies must attach the proof of their studies to the application letter. The circular prohibits taking photocopies from MSS which is allowed by the above byelaw.

According to the “written regulations” of the National Library User Services [4], foreign researchers can use the Library after obtaining permission from the Ministry of Foreign Affairs. Users can use the rare books and MSS in only Ibni Sina Reading Room. The library materials can not taken out from this room. If any user requests to use MSS or rare books in different reading room than Ibni Sina reading Room, must obtain permission from the Prime Ministers Office. The users who need photocopies from rare books and MSS must obtain permission from the Prime Ministers Office. In the case of using a manuscript which is single copy or MSS with high artistic values, permission of the Prime Ministry is required.

According to the “written regulations” of Suleymaniye Library [5] , the library is the centre for the requests of bibliographic information and other reference services for MSS in Turkey, and MSS can be read under supervision of two library staff.

As it can be recognised from above exemplified rules, there are relatively strict rules to use MSS in Turkey. However, the user survey showed that users seem to be not bothered with these rules since none of the users mentioned them as problem (see TABLE XXXIV).

VI.2. USERS' BACKGROUND

Although no relevant user study has previously undertaken in Turkey, it can be said that staff in the libraries are generally aware of the background of their users. According to the perceptions of the library staff (see table XII), MSS are heavily used by theologians, historians and linguist/literary researchers. However, according to the user survey linguists/literary researchers (22%), librarians (22%) and theologians (20%) are the major groups of the users and these major groups are followed by undergraduate students (16%) and historians (14%).

The frequency of the profession of the MSS users in Turkey is shown below;

PROFESSION	FREQUENCY (%)
Art Historian	2
Historian	14
Librarian	22
Linguists/Literary Researcher	22
Sociologist	2
Mathematician	2
Theologian	20
Undergraduates	16
TOTAL	100

TABLE XXV. PROFESSIONS OF THE MSS USERS

MSS are mainly used by researchers. 86% of the MSS users declared their aim to use MSS as "research" (mostly MA. and PhD studies). The survey showed that 42% of the users are academic members in the Turkish universities.

VI.3. THE ACCESS POINTS USED BY USERS

The users search library catalogues by using the following access points;

	OFTEN	SELDOM	NEVER
Author	94%	-	-
Title	96%	2%	-
Subject	26%	38%	4%
Others (people who are accepted as authors)	18%	28%	16%

TABLE XXVI. PREFERENCES FOR THE ACCESS POINTS

Title (96%) and author (94%) are often preferred by the MSS users as access points to search library catalogues. This situation can be explained as; 1) MSS users usually search for particular titles, 2) MSS users usually search for particular author(s)' work(s) and 3) The other access points (especially subject) are inadequate or not available in the catalogues. The Library Survey (see Chapter V) showed that subject access and subject organisation of MSS are very poor in the Turkish libraries. Probably, because of the poor subject access, MSS users mainly prefer to use author and title rather than subject access. However, 40% of the users declared that in addition to the above access points, they "often" use calligraphist' name as access point. The following table shows the users' responses for the additional access points for the MSS.

	OFTEN	SELDOM	NEVER
Calligraphist	40%	28%	28%
Decorator/ Illuminator	8%	26%	64%
Binder	4%	14%	78%
Miniaturist	8%	22%	66%

TABLE XXVII. PREFERENCES FOR ADDITIONAL ACCESS POINTS

According to the given data in the above table, 68% of the MSS users use calligraphist's name as access points, which is considerably big proportion. However, the given bibliographic data in the TABLE XXVII are not used as access points in the present MSS catalogues in libraries in Turkey.

There may be two explanation for this situation; 1) Most of the MSS users have inadequate knowledge of access points, bibliographic data, literature searching and library catalogues, 2) Most of the users check all the bibliographic records in library catalogues instead of using a particular access points when they perform the search process. However, the users' responses indicated that calligraphist's name is important for the MSS users and it must be considered as a access point in a bibliographic system in Turkey.

VI.4. BIBLIOGRAPHIC INFORMATION FOR THE MSS

MSS users are also interested in physical parts of the MSS and request information about calligraphy, paper, decoration, illumination and binding. TABLE XXVIII shows the users' preferences for the needed bibliographic information in the records by the users.

**BIBLIOGRAPHIC
INFORMATION**

ABOUT	OFTEN	SELDOM	NEVER
Paper	64%	12%	22%
Calligraphy	72%	16%	8%
Decoration	30%	46%	20%
Binding	40%	24%	32%
Illumination	36%	38%	22%

**TABLE XXVIII. USERS' PREFERENCES FOR
BIBLIOGRAPHIC INFORMATION FOR PHYSICAL PARTS
OF MSS**

Bibliographic information about the calligraphic styles and kind of paper are interested by the majority of users. 88% of the users declared that they can read at least one calligraphic styles. The users' (who can read original calligraphy-88%) preferences for reading calligraphic styles are given in the TABLE XXIX .

**CALLIGRAPHIC
STYLES**

STYLES	OFTEN	SELDOM	NEVER
Muhakkak	8%	22%	58%
Nakshi	56%	2%	30%
Rihan	2%	18%	68%
Rika	34%	14%	40%
Tawki	4%	16%	68%
Thuluth	46%	12%	30%

**TABLE XXIX. THE USERS' PREFERENCES FOR THE
CALLIGRAPHIC STYLES**

The Nakshi style (the most used style in Ottoman MSS), the Thuluth style (the basic style for the learners) and the Rika style (the most simplified of the six styles) are "often" preferred styles by the users to read. Rihan (68%-never), Muhakkak (58%-never) and Tawki (68%-never) styles are not the preferred by the Turkish MSS users. However, these three styles were used for certificates, imperial edicts and official correspondence rather than to write text, and this type materials are kept in the archives. It

explains that the sample group for MSS users are mainly interested in text so in particular styles. It can be said that there is a relation between the profession and preferred calligraphic styles. Majority of the MSS users (linguists/literary researchers-22%-, librarians-22%- and theologians-020%) are interested in text not in official documents, so they prefer to read MSS written with Nakshi and Thuluth styles. However, Rika style which was used for official correspondence is also "often" preferred by the 34% of the users. It can be explained as, 1) Although Rika style was used for official correspondence, it is the most simplified calligraphic style (for quick writing) so public could read and write in this style, some MSS were written with this style to ease the time consuming writing process. 2) Historians are the fourth major user groups (14%) and predictably, they are interested in official documents as well as text.

VI.5. USERS' LANGUAGE SKILLS

Ottoman is the most commonly known (72%) language among the users and 16% of the users can read the three languages (Arabic, Persian and Ottoman).Table XXX shows the proportions of the users' language skills.

LANGUAGE	PROPORTION (%)
Ottoman	72
Arabic	44
Persian	18
Ottoman and Arabic	30
Ottoman and Persian	18
Ottoman and Arabic and Persian	16

TABLE XXX. THE USERS' LANGUAGE SKILLS

These data confirm that the Turkish users who can read Persian can read Ottoman as well. However, 14% of the users who can read Arabic (44%) can not read Ottoman. This confirms that the difference between the languages in spite of Arabic Alphabet which is used by three languages. Obviously, transliteration and presentation of the bibliographic data will be affected by the difference between the languages. In addition to that according to the library survey Arabic is the dominant language in the MSS collections in Turkey (see table VI). The Library survey showed that over 70% of the MSS collections in libraries are in Arabic and 44% of the users can read Arabic. Comparing the data from both survey, it can be said that the majority of users can not use the majority of MSS in Turkey. This situation confirms the following;

1. the necessity of translation of the MSS into Turkish for the benefits of researchers as well as public.
2. concerning the benefits of the majority of MSS users, any attempt to catalogue MSS in Turkey should start with cataloguing of MSS in Ottoman, then MSS in the other languages.

VI.6. PRESENTATION OF BIBLIOGRAPHIC DATA

TABLE XXXI shows the proportion of the users' preferences for the presentation of bibliographic records in terms of transcription/transliteration of the original language and alphabet which the MSS were written in.

USERS' PREFERENCE	PROPORTION (%)
Transliterated into Modern Turkish	24%
Transcribed into Latin Alphabet	46%
In Original Alphabet (Arabic)	46%
Modern Turkish and Transcribed into Latin Alphabet	4%
Modern Turkish and in Original Alphabet (Arabic)	4%
Transcribed into Latin Alphabet and in the Original Alphabet	8%

TABLE XXXI. USERS' PREFERENCES FOR THE PRESENTATION OF BIBLIOGRAPHIC RECORDS

Proportions of the users who prefer the bibliographic records in Latin Alphabet (46%) and in Arabic Alphabet (46%) are equal. Concerning the data, both preferences are not ignorable by any designers of bibliographic information system. However, as it is shown in the TABLE XXX, only 16% of the users have competence in all three languages and languages are completely different. Obviously, a catalogue which includes bibliographic records in Arabic Alphabet will not be understandable and useful for all the MSS users and will create confusion in the use of catalogues.

However, bibliographic records which transcribed into the Latin Alphabet may provide clear understanding of the records and benefits all the MSS users.

VI.7. THE PROBLEMS WHICH USERS MEET

60% of the users declared that present library catalogues are not suitable to meet their needs to access the MSS collections, so this supports the claims for a new bibliographic system for MSS in Turkey which is subject of this study. TABLE XXXII shows the problems users (60%) meet when using the library catalogues.

THE PROBLEMS	PROPORTION OF THE USERS
	% OF 60%
Wrong filing of records	22
Wrong transcription	26
Varied levels of bibliographic description on the records	28
No subject access	22
Insufficient subject access	28
Other(s); (wrongly catalogued MSS, analytical entries are not available for the parts of series	4

**TABLE XXXII. THE PROBLEMS WHICH ARE MET BY THE
USERS WHEN USING LIBRARY CATALOGUES**

Lack of and/or insufficient subject access, varied levels of bibliographic description on the records and wrong transcription of the Arabic Alphabet are the main problems which meet by the users when using catalogues so

these problems can be seen as some of the weakness of the present catalogues and the system.

MSS users' needs and expectations from a bibliographic information system are considerably different than users of other types of library materials. In addition to the bibliographic data, the users expect information about the following;

INFORMATION NEEDED ABOUT	PROPORTION OF THE USERS (%)
Author	82
Calligraphist, Illumination, Miniaturist, Binder, etc.	36
Binding	44
Decoration	32
Calligraphy	44
Period of the Manuscript	68
Origin of the Manuscript	64
Other(s); kind of paper, stamps of the foundation, contents, subject(s)	8

TABLE XXXIII. INFORMATION NEEDED BY THE MSS USERS

Table IX shows that 82% of the users requires biographic information about the authors, 68% of the users needs information about the period of MSS and 64% of them needs information about the origin of the MSS. These are quite high proportions and indicate different expectations of MSS users. Providing such information is not matter of a bibliographic

information system and biographic information for well-known authors can be obtained from biographic information sources. However, all the MSS authors are not well-known and in many cases name of author had not been provided in the manuscript. In such cases, predictably, to provide biographic information about the author will not be easy and Turkish libraries can not provide such facilities (except to provide existing biographic information sources) because of the available qualified number of librarians, so the attempts to provide biographic information sources should be undertaken by individual researchers/organisations rather than the libraries. However, the users responses confirm that a bibliographic record of a manuscript should include the given information as bibliographic data.

One of the interesting results of this survey is that MSS in microformats are suitable to meet the users' needs to use the MSS, contrary to well-known unpopularity of microformats among the user community in general. 80% of the users declared that MSS in microformats are suitable for their MSS use. This is a encouraging result to microfilm the MSS collection in Turkey in terms of usage.

TABLE XXXIV shows the problems which the users meet in terms of MSS use the libraries.

THE PROBLEMS	PROPORTION (%)
Lack of catalogue	32
Insufficient bibliographies, indexes for MSS	40
Insufficient number of librarians	36
Lack of qualified librarians	42
Attitude of the librarians	10
Other(s); no computer-based access, limited time to use the MSS	6

TABLE XXXIV. THE PROBLEMS WHICH USERS MEET IN THE LIBRARIES

It is clear that lack of and/or insufficient bibliographic access tools, qualified librarians and number of librarians are the major factors affecting the use of MSS in the libraries. During the visits to the Turkish libraries, some of the MSS users indicated that most of the public libraries which have MSS in their holdings do not have MSS catalogues and the users have to search all MSS on the shelves in the library. In addition to that, the users often can not receive any assistance from the librarians in those public libraries because of the lack of qualification in MSS librarianship. One of the interesting points concerning access to the MSS in the libraries is just 4% of the users indicated that lack of the use of information technology as a problem. However, as it is shown in the TABLE XXXV, 78% of the users are not familiar with the computer-based library systems and they are not aware of the benefits of information technology in libraries, in general.

VI.8. USERS' IT SKILLS

64% of the users have access to a computer at home or at work. However, 86% of the users indicated that they did not take any courses or training programme to use computers. This can be interpreted as the most of the users may need training to use specialised software and search library catalogues. Any attempts to design a computer-based bibliographic information systems for MSS in Turkey must take into account the following; 1) must involve end-user training, 2) must involve "user-friendly" OPAC interfaces, and 3) must be supported by documentation.

TABLE XXXV shows the use of the computer-based systems by the MSS users.

THE SERVICES USED	PROPORTION (%)
OPAC	16
On-line searching	6
E-mail	4
CD-ROM	4
None	78

TABLE XXXV. USE OF COMPUTER-BASED SERVICES

VI.9. THE PROFILE

As a result of this survey, the profile of the MSS users in Turkey can be drawn as follows;

- Academic member who is employed by a Turkish university,
- Uses MSS for his/her research,
- Uses library catalogues to search particular author(s)' work(s) and particular title(s),
- suffers from lack of or insufficient subject access to the MSS,
- has inadequate knowledge of bibliographic tools so tries to search library catalogues with a bibliographic data which is not a access point in the catalogues,
- interested in the physical parts of the MSS, especially in calligraphy and paper,
- can read at least one original calligraphic style,
- prefers to read in Nakshi, Thuluth and Rika styles,
- can read Persian and/or Arabic as well as Ottoman,
- prefers to see the bibliographic records in Arabic Alphabet and transcribed into the Latin Alphabet,
- present library catalogues are not suitable to meet his/her needs,
- needs biographic information about the authors, information about the period of MSS and origin of MSS in addition to the bibliographic data,
- happy to use microformats instead of the original MSS,

- his/her MSS use is affected by lack of or insufficient bibliographic tools, qualified librarians and number of librarians,
- is not familiar with the computer-based library systems.

The implications of such findings for the present study were that language classification of MSS is necessary and any attempt to catalogue MSS in Turkey should start with cataloguing of MSS in Turkish (Ottoman), then MSS in Persian and Arabic.

Given the skill base of the users, it seems that libraries must provide user training programmes as well as information about the library catalogue such as organisation of bibliographic record and bibliographic data.

Designing a computer-based bibliographic information system for MSS in Turkey must involve end-user training, "user-friendly" OPAC interfaces and must be supported by documentation with simple structure. In addition to that must take account into the above user profile.

VI.10. REFERENCES

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CHAPTER VII. TECHNOLOGICAL OPTIONS FOR IMPROVING ACCESS TO MANUSCRIPTS

In this chapter, an overview is provided of the main, modern technologies which appear to possess the potential for supporting a new system that would provide improved access to Ottoman MSS. There is no attempt to review all technologies applied in libraries solely those which are thought relevant to this work. We will discuss each of several technologies in turn , and then review of their usefulness in section VII. 5.

VII.1. MICROFORMS

The term microform is used to cover the whole range of micro formats. The micro formats that concern libraries are roll-film, microfiche, microfilm jackets and aperture cards. All the formats can be either negative or positive and called microfilms. The most common format is roll-film. [1] Roll-film is usually 100 feet (30m) in length and 35 mm or 16 mm in width. Materials that are published in long runs (e.g. newspapers) frequently appear on roll-film and roll-film loaded in cartridges and cassettes has replaced some microfilm on reels because of the speed and ease of handling packaged film. [2]

"Microfiches are sheets of microfilm normally of international standard A6 size, 150 mm by 148 mm and the images are in rows, fourteen rows horizontally and seven rows vertically, making 98 images. Microfilm jackets are film holders, basically of two transparent sheets sealed together to provide rows or solts in which to insert cut strips of roll film. Thus the channels can be either 16 mm or 35 mm wide or a combination of both. Aperture cards are 80-column punched data-processing cards in which a rectangular hole or holes are cut for either 16 mm or 35 mm film to be inserted. Thus these cards can be visually coded for hand or machine

sorting and displayed on reading equipment for examining the content of the film insert." [3]

The size of the original is the major factor as to film format chosen. 35 mm is ideal for large historical records, newspapers, maps and plans while 16 mm format is suitable for office documents and publications. It follows that either of these film sizes is suitable for full systematic or selective rearrangement in any chosen order on aperture cards or microfilm jackets. Microfiche are suitable for all sorts of reports and publications, particularly those up to several hundred pages in length, because of the easy handling than roll film. [4]

Various types of library materials are available on microform formats and some of the well-known examples are listed below;

The New York Times (serials)

Early English Books, 1475-1700 (monograph)

British National Bibliography (national bibliography)

The National Union Catalogue (union catalogue)

ERIC (Educational Research Information Centre) (government publication).

Computers have been used to produce micro formats so called COM (Computer Output Microform). "COM is the process of recording output from a computer directly onto film with micro images instead of the traditional paper copy..." [5] and it provides 209 frames that is 209 pages of text per fiche. COM fiche seem to be the most popular format in practice. According to a survey which was undertaken in the United Kingdom [6], of 74 authorities returning a questionnaire, 47 were using COM and ten were about to use it for their catalogues. Microfiche was the most popular type of microform, with 90% usage. The major reasons given for the use

of COM were space economy, easier document handling and distribution, compared with use of line printers. Authorities actually found a benefit in practice that proved much more significant than they had considered at the outset; this was improved data retrieval.

The earliest commercial COM applications surfaced in spare parts and catalogue stores, hospital and insurance records, telephone listings and automobile registration lists of USA. [7] The use of COMs in libraries occurred later than in commerce and industry. The earliest wide scale COM implementation that occurred in libraries in Europe was Westminster City Libraries' (England) joint project which started in 1967 and produced COM catalogues in 1970. [8] [9] After this pioneering implementation, other libraries especially public libraries started COM projects. Cornwall County Libraries, West Sussex County Libraries, Cheshire County Libraries and the London and South East Region Union Catalogue [10] were the pioneers in United Kingdom and the Los Angeles Public Library, the Hennepin County Public Library (Minneapolis, Minnesota), Georgia Tech, University of Carolina at Raleigh, Mankato State University (Minnesota) and so on [11] were the American pioneers in COM implementation in libraries.

In addition to the COM production, computer technology is integrated with reader/printer technology and can be used to access stored data on microformats. Minolta's Micro/DAX (one of the advanced reader/printers in the market) consists of a microform reader and scanner connected to a PC running windows-based software. Through the Windows interface, users select images from microfilm or microfiche and MicroDAX digital imaging system scans them. Images then appear on the PC screen where

the contrast can be enhanced for easier, clearer reading. It can even be faxed, printed and downloaded to a disk or a remote-site PC. [12]

The other combination of microforms and computer is the Computer Assisted Retrieval (CAR) systems. CAR systems eliminate the need for searching microform reels manually. Electronic indexes of microform holdings are created and then access on PCs. [13]

VII.1.2. OPTICAL DISKS

Optical (laser) disk technology is one of the revolutionary technology which offered potential to improve the library services. There are various types of optical disk formats that are being used in information-based systems in libraries. These types can be categorised as follows [14] ;

	ANALOGUE	DIGITAL
READ ONLY	Digital videodisk	CD-Audio CD-ROM OROM CD-ROMM/DVI
WRITE ONCE		WORM DRAW ODDD CD-PROM Lasercard
ERASABLE		CD-EPROM DataROM

The given types differ from each other because of features such as storage capacity, programmable, erasable, storable data types (text and/or audio and/or graphics and/or motion) or various combination of these features. However, rapid development of the technology is reducing the differences between the types and offers multiple or combined features. For instance, in the early years of CD-ROM form, motion pictures could not stored on the disks. However, now text, audio, graphics, pictures and motion can be stored and this combination of the application is called as multi-media, at present. Because of the rapid developments and the wide range of the optical information systems, only CD-ROM, CD-PROM and Videodisk are described in this part of the study. However, some characteristics of the other types of optical disks summarised below [15] ;

Media: 5.25" WORM disk

Formatted capacity: 0.65-0.95 gigabyte

Life expectancy: 10-50 years

Most WORM drives are offered as stand-alone peripheral and as built-in unit. A new type of drive offered by three suppliers; the multi-functional drive. These drives can both read and write to WORM or rewritable-optical disks. The disks used for these drives have the same storage capacity (650 MB). However one supplier offers a multi-functional drive which stores 0.94 gigabyte on WORM disk. The Key standard for 5.25 WORM is ISO 9171.

Media: 12" WORM Disk

Formatted capacity: 2-9.2 Gigabyte

Life expectancy: 10-50 years

Almost every 12" WORM drive formats disks in a proprietary manner.

There is no widely used standard. Many manufacturers are developing or

have recently released disks and drives with higher storage capacities. These are significantly more expensive than the older, lower density devices; this accounts for the wide range of prices.

Media: 14" WORM disk

Formatted capacity: 6.8 or 10.2 Gigabyte

Life expectancy: 10-30 years

14" disks are made and supplied by Kodak only, to ISO 10885.

Media: 5.25" Rewritable optical disk

Formatted capacity: 0.6-0.65 Gigabyte

Life expectancy: 10 years

Rewritable optical disk drives are made by a small number of companies but packaged by several VAR's, who design and manufacture interfacing cards and software for MS-DOS, Apple Macintosh, UNIX and VAX computers and others. A new type of drive is offered by three suppliers; the multi-functional drive. These drives can both read and write to rewritable optical or WORM disks. The disks used for these drives have the same storage capacity (650MB). However, one supplier offers a multi functional drive which stores 1 gigabyte on rewritable optical disk. The key standard, widely observed, is ISO 10089.

Media: 120 cm Compact Disk Write Once

Formatted capacity: 0.6 Gigabyte

Life expectancy: 10-20 years

Compact disks Write Once are offered by a number of manufacturers. It is expected that disk lifetimes will increase to the 30 to 50 year range. The standard for recording on Compact disk is the Orange Book.

CD-ROM (COMPACT DISK-READ ONLY MEMORY): Another application of the CD is called CD-ROM, used for storage of pictures, sounds, text, movies and software. A CD-ROM is identical in appearance to an audio CD, a 4.75 inch format which is small enough that its drive may fit in to a floppy disk drive slot on a microcomputer. It includes error-correction techniques which are required for accurate retrieval and representation of data on a computer screen. [16] [17]

Despite its small size, a CD-ROM can store 540 megabytes of data (a total of more than 600 MB of storage space available) which is equivalent to around 250,000 A4 pages of text or 20 volumes of an encyclopaedia. It is more efficient storage medium for digital data than video disk because it does not have to interpret from analogue format to digital format since data are already stored in digital format.

Some works to extend the speed and storage capacity of CD-ROMs have been going on in the area. At present 6 speed CD-ROM drives available on the market and 8 speed drives will be available by the end of 1996. This will increase the speed with which data can be pulled off the disk and transferred back to the computer. Consequently, it will be a real boost for multi-media applications for all types, with better and more effective video and sound clips. [18]

Sony and IBM are working on putting a lot more data onto an optical disk to extend the present capacity to several gigabyte. Currently, the laser technology use a red laser, but changing this to a blue laser will affects the amount of data can be stored on a disk. Consequently, there will be more data on less disks with faster access to them. [19]

CD-ROM has emerged as the leading medium for electronic publishing and it has found a role as an alternative to printed indexing and abstracting journals, to microfilmed newspaper archives, to encyclopaedias [20] , to library catalogues and similar data-oriented products. Some popular CD-ROMs for library practice are given below to show storage capacity of the medium;

BiblioFile's Catalogue Production System is the first bibliographic CD-ROM database which contains over three million MARC records of Library of Congress. Another bibliographic database is LaserQuest which contains over five million MARC records.

Books in Print Plus provides access to over 695,000 titles and Ulrich's Plus contains more than 68,000 periodical titles, the Serials Directory/EBSCO contains more than 113,000 titles, for acquisition practice. Grolier's Electronic Encyclopaedia, Oxford English Dictionary, Dialog onDisc, Dialog onDisc Medline and LISA support CD-ROM based reference services. [21]

A significant CD application for manuscripts is the ADMYTE project which is a digital archive of Spanish manuscripts and texts. The digital archive aimed to preserve older manuscripts and early printed texts and to provide access to them.

The main result of ADMYTE is a collection of CD-ROM disks which can be used through an MS-DOS (or compatible) personal computer with a VGA monitor and a CD-ROM drive. ADMYTE is divided into two volumes of differing size. The first volume comprises only one disk which

is aimed at researchers with more sophisticated needs and contains the following:

- BOOST, the Bibliography of Old Spanish texts which is a database with more than three hundred field and eleven interactive tables.
- FORM-LEX, the dictionary or lemmata and forms, is part of the Dictionary of Old Spanish.
- TEXTS-MAD is a collection of medieval texts (transcribed).
- TACT, a text retrieval information program provides a system allowing the creation of its own textual database.
- UNITE is a group of programs used to construct machine-readable critical editions.

The second volume (containing disks from 1 to n) is aimed at a wider sector of people. This comprises;

- Transcribed texts in ASCII code, with mark-up or standardised tags.
- Images (facsimiles of text in black and white and miniatures reproduced in colour).
- CLARITY-CD, a MICRONET retrieval program for texts and images of high resolution. [22]

The major benefits of this project are indicated by Marin and the others [23] as follows; enable the study of the Spanish culture to be undertaken in any place, far away from the big libraries, to preserve the original texts and to recover an enormous collection of texts hitherto considered illegible.

CD-PROM (COMPACT DISK- PROGRAMMABLE READ ONLY MEMORY): Announced by Phillips in 1986 and it is a format compatible

with CD-ROM, a "writable" compact disk-read only memory that allows users to copy information from a CD-ROM disk. A CD-PROM requires its own drive and it has the same physical dimension with the other forms of CDs. [24]

DIGITAL VIDEO-DISKS: Video or audio signals can also be stored on optical disks by using lasers (so digital video disks are also called laser disk or laser video disks) to record and play back. "It stores sound, colour, and full motion on the videodisk in analogue format, and it can carry encoded digital data for use with a computer". [25] Digital video disk is a 30.5 cm (12 inches) disk, read only memory, can hold over one hour of normal television programming, one hour of a movie, or 15 minutes of high definition TV, all with stereo sound. It can store one gigabyte of information per side, equivalent to five million pages of text or 54,000 video frames (which is almost twice the storage capacity of a CD-ROM). Video disk has also the capability of random frame access for programming [26] which provides rapid access to the stored frames.

There are advantages and disadvantages of video disk usage. The advantage of optical disk over video tape is that it is virtually indestructible, since non-contact optical readout gives it an unlimited life and video disks provide rapid access to the information on the disks. As mentioned above, huge amount of data/information can be stored. However, because of the non-standard encoding and file formats, disks can not be exchanged from one information supplier's system to another. [27] Because of that, libraries have to acquire the video disk player with the video disks. However, most commonly used digital video disk player system produced by LaserData [28] which ease the problem.

Concerning cataloguing practice, Gaylord Bros., Inc. MINI MARC is an example for video disk applications for library practice. MINI MARC

"supports up to four standard videodisk players, providing access to more than 3.5 billion characters of on-line storage. It requires the simultaneous use of two laser discs in order to have available the complete database with indexes". [29]

Gaylord also provides MARC records for the Government Printing Office publications in its GPO LASERFILE database and a database of 500,000 audio-visual and educational materials from the National Information Centre for educational media. [30]

VII.2. ONLINE PUBLIC ACCESS CATALOGUES (OPACS)

OPACs, the heart of online library system, have been developing very rapidly since early 1980s. In the early years of library automation, libraries attempted to automate specific housekeeping functions on in-house computers. For instance, computers were used to print catalogue cards, book catalogues and COM catalogues. The first cataloguing systems were based on 80 column punched cards with line printer output. [31] . After the pioneering period of 1960s and during the 1970s, the importance of integrated online library systems and consequently the importance of OPACs was recognised by the library community, system vendors and users. As a result of technological developments and users needs, OPACs became popular and libraries started to build their OPACs in early 1980s. Until beginning of the 1990s, OPACs generally could be accessed on the individual campuses, at first in the library then later by modem from home or campus office. Today, many OPACs are accessible on the local and wide area networks. For instance, over 70 OPACs were available on the

Joint Academic Network (JANET) in 1993. [32] The number of OPACs joint into the Internet grows daily (about 72 OPACs in the U.S. and some 200 OPACs were available on the Internet in 1991). [33]

Basically, an OPAC has got three components; 1. a bibliographic database, 2. a user interface ,and 3. a telecommunication system [34] and provides access to the bibliographic records the library's holdings with various access points such as keyword, subject, author, title, serie and ISBN/ISSN.

Bibliographic database (catalogue) is the heart of an OPAC and it covers bibliographic records of the library's holdings. The access to these records is provided by a system which is called user interface. Basically, user interfaces provide access to the bibliographic database through keyboards and computer screens. In the early years of OPACs, commands were entered using a keyboard to initiate a search and obtain results. Later on, OPACs used menu screens which allowed users to pick a number or letter from a menu of choices instead of typing commands (which is called menu-driven systems). Probably, because of the use of menu screens, this type of interfaces referred to "user friendly" systems. However, menu-driven interfaces were not always easy to use and "user friendly", because of the necessity of moving forward and backward through menus. The next step in the interface design was the introduction of graphical interfaces in the late 1980s and early 1990s. A graphical user interface is typically thought of as a combination of windows with pull-down menus, icons, and a pointy device such as a mouse or tracker ball to manipulate information. It is perceived by many people to be easier to use than the more traditional commands and menus used in many computer applications today. [35]

A good user interface must take into account the following key principles; 1) characteristics of end users, 2) easy to learn, 3) familiarity by standardisation (promoting standardisation), 4) clear command structure, 5) easy to use, 6) clear design and simple structure of display screens, and 7) allow customisation (e.g. to create functions, change colours display, customise the display and output formats, and create macros). [36]

It is very important to be clear about the OPAC users and to know their characteristics as searchers. An OPAC can be used by both experienced and novice searchers. In this case, the system should allow both simple and sophisticated searches by switching between the modes. However, there is no operational OPAC which claims that the problem of user-system interaction is solved. [37] Some experimental systems such as OKAPI (developed by the Centre for Interactive Systems Research at City University), BOOKHOUSE (created at Riso National Laboratory in Denmark) and ILSA (Intelligent Literature Search Assistant- developed at Indiana University of Pennsylvania) are demonstrating some improvements to ease the interaction problems. [38] According to Hartley et al [39] OKAPI has attempted to remove from the interaction all jargon of computing, information retrieval and cataloguing. However, some interaction problems still exist in the system (e.g. the number of choices available from the menu is limited).

There are three major differences between OPACs and conventional bibliographic information systems in terms of searching; 1) user interaction, 2) subject coverage, and 3) use of database (catalogue). . User-OPAC interaction is different than conventional catalogues and the use of OPACs requires competence in the use of computers, knowledge of information retrieval and knowledge of the desired subject. [40] It is

obvious that these requirements make the use of OPACs difficult and therefore the interaction process must involve "user friendly" approaches.

The subject coverage of the conventional bibliographic database is limited in subject scope either to a single subject or to a range of disciplines. However, because of the use of index languages and indexed data structures in OPACs, OPACs can provide access to wide range of disciplines and subjects.[41]

Even though there are some similarities in the conventional and online catalogues, the use of database shows some differences. When using a conventional catalogue, the user must know at least the subject heading(s) to access to the desired information source(s). However, OPACs can provide access to the records without knowing any particular bibliographic detail. In addition to that, the use of search utilities such as Boolean operators and truncation may avoid waste of time in searching.

There are two types of OPACs currently in use in libraries; first generation and second generation OPACs. These two types of OPACs are distinguishable by the types of access key provided. The first generation OPACs which have been derived from traditional catalogues (or computerised circulation systems) are referred to "phrase indexed" or "pre-co-ordinate" OPACs. The number of access points is limited and similar to a hard copy catalogue; author, title (as a phrase), class mark or call number and sometimes subject heading(s) (as a phrase). There may also be search facilities by "acronym keys", combination of a small number of characters from different data fields. Although, first generation OPACs are generally intolerant of user mistakes, a search results in the display of "something", so users can browse backwards and forwards to desired

records. The process of searching is similar to conventional catalogue searching. [42] [43]

The second generation OPACs are referred to "keyword" or "post-coordinate" OPACs. This generation of OPACs provide keyword searching and offer greater opportunities for subject access to the records than the first generation OPACs. However, second generation OPACs suffer from two problems.

"First, it is very difficult to browse through the records in an OPAC of this type. Secondly, the large size and wide subject coverage of many catalogues in comparison with other bibliographic databases probably lead too many searches suffering from false drops and/or too many hits." [44]

VII.3. NETWORKS AND NETWORKED INFORMATION SYSTEMS IN TURKEY

As a result of technological developments and the needs for information sharing , information networks developed very rapidly and have been in use since mid-1970s. The usage of networked information services is increasing and 160 nations are interconnected to each other through the network of networks known as the Internet.

Internet, as an "information superhighway" provides access to all types of information sources in all forms (textual, graphic, multimedia) used for research, commerce, education, entertainment, and so on. Concerning libraries, Internet can be used for traditional practices such as acquisition, cataloguing, serial control and reference. For instance, information or data from library suppliers can be obtained by using Internet's gopher or WWW

(World Wide Web) tools. For cataloguing practice, it is possible to transfer bibliographic data from available services.

Although, the usage of networked information services goes back to the 1970s, the first Turkish network. TUVAKA (Turkiye Universite ve Arastirma Kurumlari Agi - The Turkish Universities and Research Institutions Network) which was open to all universities and non-commercial research institutions without a fee, was set up in 1986. [45] TUVAKA provided BITNET connection for the Turkish institutions and was connected into EARN (European Academic and Research Network) in the same year.

In 1991, in co-operation with METU (Middle East Technical University) and TUBITAK (The Turkish Scientific and Technical Research Council), TR-NET (Turkish Network) was set up to establish the Internet connection of Turkey and promote it within the country. As a result of this attempt, Turkey joined the Internet on April 12, 1993 and it is estimated that currently some 25,000 Turkish users have access to Internet. [46]

Various network services are offered by Turkish universities and research organisations through the Internet and TUVAKA. (For more detailed and latest information about these services, see

URL: <ftp://ftp.bilkent.edu.tr/pub/INFO/Turkce/css/inet-tr.css>)

The Services Available Through E-Mail : Turkish network users have access to several email-based information services such as discussion lists and news groups. There are some 100 discussion lists on a wide variety topics ranging from general science to libraries, from the Internet to Turkish stock exchange, and from poetry to natural language processing of

the Turkish language. Some library catalogues and archives can also be consulted via e-mail messages. For instance, library catalogues of Bilkent, Anatolia, Euphrates, Mediterranean and Mimar Sinan universities and the Bilkent Archive. [47]

The Services Available Through Telnet and Ftp : The following libraries and information services are accessible via Telnet which is used for logging into other computers on the Internet; Bilkent and Anatolia University Libraries and the TUBITAK Library. TUBITAK has a few national bibliographic databases (journal articles) on the subjects of science and technology, medicine, and environmental science that are open to the network users. These information services can also be accessed through the gophers of each organisation. The catalogue of the Turkish National Library will soon be available interactively once the National Library becomes a host on the Internet.

The Central Bank of Turkey (CBT) provides daily exchange rates and CBT's weekly, monthly and quarterly bulletins and some statistical data about money and credits in the form of time series. The Legislative Information System of the Prime Ministry which provides the full-text of the Resmi Gazete (Official Journal) as well as some other legislative documents can also be accessed via Telnet.

File transfer protocol (Ftp) is an Internet tool for transferring files back and forth from public archives over the network. Several Turkish universities and research institutions including METU, Bilkent, Bosphorus, Aegean Universities and TUBITAK have developed electronic archives open to anonymous Ftp. [48]

Services Available Through the Internet Gopher, WWW and WAIS :

The Internet Gopher is a distributed document search and retrieval system. Some thirty universities, government agencies and commercial companies have set up their own gopher servers. Among them are the Bilkent, METU, Istanbul Technical and Aegean Universities, TUBITAK, the Central Bank of Turkey and the State Institute of Statistics, and the Bilkom, Inc. On-line phone books and directories are usually made available through gopher. The services of the METU, Bilkent and Anatolia Universities, the Central Bank and TUBITAK (library catalogue, Ftp archives, etc.) can also be accessed through the Internet Gopher. The logs of discussion lists and the daily news summaries of the General Directorate of the Press and Information hosted by METU are also available via gopher as well as the Web. TUBITAK offers the full-text of the back issues of some of its scientific journals (e.g. Doga Journal of Medical Sciences) and bulletins (Informatics Bulletin) as well as full-text of RFCs (Request for Comments) about the Internet. The electronic copy of the *Turkiye Bilgi Merkezleri Rehberi* (Guide to Information Centers in Turkey), which lists the addresses and services offered by some 85 libraries and information centres, is also available on-line through the TUBITAK gopher. The State Institute of Statistics provides access through its gopher server to summary statistics about Turkey on its population, agriculture, industry, and construction sectors, imports and exports, wholesale and consumer price indexes, and the GNP.

The Wide Area Information Server (WAIS) and the WWW are the newer information discovery and retrieval tools on the Internet. These tools allow users to get access to information services in a distributed environment. Many Turkish sites including universities, public and private companies

set up their own Web home pages where they provide information about their services and products. [49]

VII.3.1. USE OF INTERNET IN THE TURKISH LIBRARIES AND INFORMATION CENTRES

Turkey joined the Internet in 1993. The number of Institutions and organisations which are connected to the Net has been growing since 1993 and libraries/information centres in these organisations are becoming part of the Internet connections. This part of the study is based on the data which were collected by a recent survey. The survey was undertaken by the Working Group for Internet at Turkish Librarians' Association.

According to the survey [50], university libraries (53%) and the libraries in the government organisations (26%) are the major groups which have Internet connection in the sample group. However, there is only 1 public library which has Internet connections in the sample group.

LIBRARIES	NUMBER	%
UNIVERSITY	10	53
RESEARCH	2	11
GOVERNMENT	5	26
INFORMATION CENTRE	1	5
PUBLIC	1	5

Turkish libraries are using the Internet for the following library services:

THE SERVICES	NUMBER OF LIBRARIES
Acquisition	7
Cataloguing	13
Interlibrary Loan	7
Serials control	5
Reference	9
SDI	4

It seems that most of the libraries in the sample group use Internet for their cataloguing practice and reference services. Gopher, WWW and e-mail are the most common Internet tools which are used by the Turkish libraries. Given the phenomenal growth of the Web internationally it is reasonable to suppose that its importance has grown in Turkey since this survey was undertaken.

INTERNET TOOLS	NUMBER OF LIBRARIES
Gopher	17
WWW	15
WAIS	6
E-mail	15
Telnet	13
Ftp	12

VII.4. EXPERT SYSTEMS

The field of Artificial Intelligence (AI) has many definitions. One of the most quoted is Marvin Minsky's; "Artificial intelligence is the science of making machines do things that would require intelligence if done by

men". [51] Interest in modelling human intelligence is not new. It has been around since long before computers were invented. AI has numerous sub fields and all sub fields aim simulating with a computer the processes of human intelligence. These sub fields are;

- Natural language processing,
- Speech recognition and synthesis,
- Robotics/Computer vision,
- Intelligent tutoring systems,
- Neural networks,
- Expert systems. [52]

Expert systems as a subset of artificial intelligence appears to have great potential in library applications to solve the problems which libraries meet, regarding speed, cost, human effort and expertise. TIS is a good example to show some advantages of expert systems.

"TIS (Topic Identification System) is an expert system used by Reuters which indexes news stories as accurately as, but a much lower cost and greater speed than, human indexer, Reuters' staff estimate savings of \$1,264,000 in 1991". [53]

However, there is no sharply defined concept of expert system. Ford [54] defines expert systems as follows;

"Expert systems are examples of particular class of computer programs which generally use heuristics to perform task previously restricted to human experts".

Alberico and Micco's [55] definition is:

"An expert system is a group of computer programs, along with knowledge, information and databases, which act together to simulate the

problem-solving and decision-making processes of human expert within a relatively narrow domain".

The formal definition of expert systems approved by the British Computer Society's Committee of the Specialist Group on Expert Systems is:

"An expert system is regarded as the embodiment within a computer of a knowledge-based component from an expert skill in such a form that the system can offer INTELLIGENT ADVICE or take an INTELLIGENT DECISION about a processing function..." . [56]

Aluri and Riggs' definition is [57]:

"An expert system is a subset of artificial intelligence which is a sub field of computer science concerned with designing systems that perform human like, intelligent functions."

Vedder [58] defines expert systems as:

"computer programs which inform, make recommendations, or solve problems in a manner and at a level of performance comparable to that displayed by human expert in the field".

The last definition, by Goodall [59] is:

"An expert system is a computer system that operates by applying and inference mechanism to a body of specialist expertise represented in the form of knowledge".

If the definitions are examined, it is possible to find out that the common features about expert systems, expert systems are software which have knowledge base and human expertise.

Expert systems combine knowledge and a knowledge control process, called an inference engine, to analyse and solve problems. [60] The components of an expert system are;

- Knowledge Base,
- Working Memory,
- Inference Engine,
- Explanation Facility,
- Appropriate User Interface,
- Knowledge Acquisition Subsystem. [61]

The most important component is the knowledge base. Because, expert systems employ a knowledge base consisting of facts and rules, and knowledge base determines working principles of an expert system.

VII.4.1. EXPERT SYSTEMS AND LIBRARIES

Expert system technology has highly significant implications for library practice. Research into the application of expert systems to information and library science has gained momentum over the years [62] and the application of expert systems in libraries has only occurred within the past few years. [63] The application of expert systems offers considerable potential for solving some of the problems currently faced by libraries. For example they can contribute towards overcoming skills shortages in specialised areas and can promote greater consistency of task performance between a limited number of human experts by offering guidance.

Research and applications are divided by Ford [64] into these areas;

- Indexing
- Abstracting
- Thesaurus construction

- Cataloguing
- On-line database selection
- On-line searching
- Text retrieval
- Relational database access and management
- Database scanning and report generation
- Data analysis from databases
- Library and information service(s) training
- The development of intelligent documents.

The early and the most of expert systems researches in library science have concentrated on the reference works, generally in on-line searching. [65] [66] Obviously the most important application for this thesis is that of cataloguing and so this is discussed in greater detail.

VII.4.2. EXPERT SYSTEMS IN DESCRIPTIVE CATALOGUING

Although using technology, cataloguing is still complex and expensive work. AACR2 with its 2,000 or so rules, the MARC format with its numerous field and sub field indicators, and a sophisticated infrastructure of computing and telecommunications facilities make it complex and expensive. As Davies indicated [67] , the problem of original cataloguing could be solved using an expert system approach.

Although cataloguing appears to be an appropriate application for an expert system, it is neglected. There are a few applications on cataloguing. Work on developing expert systems for cataloguing materials automatically was initiated in early the 1980s. This early work focused on

descriptive cataloguing prescribed in the AACR2. Roy Davies and Roland Hjerpe independently began projects that concentrated on AACR2, especially on Chapter 21 "choice of access points". Other researchers have also begun projects involving automatic cataloguing and expert systems. [68]

Research in Exeter was based on MYCIN (an expert system already in use for medical diagnosis), was developed as MPhil project at Exeter University. [69] [70] The project incorporated the rules in Part 2 of AACR2 (concerning the selection and form of access points) formulated as a series of IF-THEN rules and was also designed to interface with a human user through a series of prompts. [71] The system was never implemented because neither the interpreter nor the computer that was being used was adequate for the job. [72] [73]

The project led Davies and James to reach the following conclusions concerning expert systems for descriptive cataloguing;

- rules for determining access points could be restated as production rules,
- rules governing bibliographic description could be catered for, in many instances at least, through the use of templates,
- local rules regarding the cataloguing of certain categories of material could be accommodated,
- menus and screen forms could be designed which would act as a user-friendly interface between a cataloguer and expert system,
- explanation facilities in terms of the system's attempts to decide which rules from AACR2 apply could easily be incorporated. [74]

At LIBLAB, a library research laboratory located at Linköping University in Sweden, ESSCAPE project was developed by Roland Hjerpe and colleagues. Project ESSCAPE (Expert Systems for Simple Choice of Access Point for Entries) was not intended to be an operational system for actual cataloguing use but, rather, as an experiment in the applicability of various tools the handling of sets of rules. [75] [76]

There are two ESSCAPE systems (ESSCAPE/EMCYIN and ESSCAPE/Expert-Trees), each in a number of versions. These systems provide different types of advice, ranging from pointers to relevant rules in AACR2 to complete but simplified entries. Both systems handle only a limited part of rules in AACR2. The systems designed for the cataloguer. No system has been produced as yet that would attempt to assist the catalogue user in his use of present catalogues. [77]

MAPPER was designed as a UCLA doctoral project for the descriptive cataloguing of maps by Zorana Ercegovac. [78] The design of MAPPER was also based on MYCIN. Using AACR2 for maps and knowledge contributed by expert cataloguers, it was envisioned to require a cataloguer to enter specific information about the item being catalogued.

It was designed to use a series of production, or IF-THEN, rules to interpret the bibliographic information entered and to continue to prompt the user for more data until it had enough information to respond by displaying a descriptive catalogue entry (including access points) with opportunity for the cataloguer to verify the information. At any point in the process, the user would be able to query MAPPER's "explain module", eliciting the presumptions and hypotheses currently in effect by the system. [79]

CATALYST was developed as an expert assistant for users of AACR2. It is designed to give assistance to two distinct populations of users; novice and expert cataloguers. [80] It advises on the choice and form of access points for cataloguing documents. The user is presented with a sequence of menus.

CATALYST was based not only on an already written code, but also on an already available algorithmic representation of the relevant parts of that code. [81]

MITINET/Marc developed in Wisconsin in 1986 for microcomputer cataloguing applications for entering bibliographic data and translates that information into the appropriate MARC format. According to its developer

"MITINET/Marc permits a novice user to enter valid cataloging information without the need to know any MARC terminology, procedures, or codes".

It is billed as an expert system, because it

"has the expertise for a given discipline... built into the software and permits less expert users... to use system and achieve the same results as an expert". [82]

As a result of AI researches, image processing techniques are developing very rapidly. And also, image processing techniques had become a integrated part of expert systems researches into automated cataloguing. The work at OCLC is a good example for these developments. A more complex system is being developed by Weibel at OCLC. This comprises an expert system designed automatically to catalogue, and index the

structural components of, documents by reading text using optical character recognition (OCR) technology. The goal of the system is to be able automatically to read documents and produce 'handles' which can be used to retrieve and display documents and parts of documents. The system is designed to identify descriptive cataloguing components such as author, title and publisher, and structural components such as abstracts, indexes, contents lists, graphs and figures, in accordance with the Standard Generalised Mark-up Language (SGML) Standard. [83]

There are some major problems or difficulties with building an expert system in cataloguing. The difficulties, generally, are;

- The difficulties which related to nature of building expert system.(Hardware, software, time, cost, system domain, methodology etc.).
- The problems with AACR2 as a knowledge base .
- Cost-effectiveness of automated cataloguing which based on an expert system since the cataloguing information are provided by CIP (Cataloguing in Publication)and library suppliers.

One of the difficulties in building an expert system is time. Most expert systems take years to complete and some are never finished. In addition, the acquisition of expertise is a difficult and time consuming process. [84]

The other difficult task in building expert systems is the definition of the system domain. If the system's domain is not described or is not clear, the construction of the system would be impossible. Therefore, if a methodology can be develop to reveal more concretely how rules and rule sets converge and diverge, construction of expert systems could be enhanced. [85]

Critical discussion over AACR2 has been going on in the library community since the introduction of the code in 1978. Expert systems research has added a new dimension to these discussions. Davies [86] suggested that a new paradigm for a cataloguing code should be developed. According to Davies [87] three factors that could lead to a breakdown of existing paradigm; (1) advances in technology, (2) rising expectations of users, and (3) economic forces. According to Hjerpe and Olander [88] ;

"All of AACR2 is probably too large to set up as one knowledge base in a feasible expert system, but nobody needs all the rules at the same time. Instead, separate expert system modules could be implemented for different types of documents, to be called upon as needed".

As the cost of computer processing declines, the economic arguments in favour of an expert system approach will grow stronger even if a new edition of the AACR explicitly designed as a knowledge base is required. [89] An operational expert system for cataloguing would not be cost-effective for most libraries at present. But technological developments may change this in the future.

VII.5. POSSIBLE USE OF TECHNOLOGY FOR MSS CATALOGUING IN TURKEY

As mentioned in this chapter, technology offers various ways of dealing with MSS. Each technological possibilities has got its own advantages in general. However, the nature of the individual projects or applications is the determining factor for the advantages and disadvantages of the

possibilities and tools. This section of the study is just concentrated on the use of technological possibilities for MSS catalogues and access to them since the study is not interested in the conservation of MSS in Turkey. Possible use of the technology for MSS catalogues and cataloguing in Turkey, in general, is examined. Comparison of the possibilities and recommendation of any particular technology for MSS catalogues and cataloguing are given in the next chapter.

VII.5.1. STORAGE AND CATALOGUING

Microforms and optical disks are the two popular technological possibilities as storage medium for MSS catalogues. Basically, these two forms can be used as storage medium for;

- bibliographic databases (catalogues, bibliographies, indexes etc.),
- full text databases.

Microforms and optical disks as storage medium provide space economy, control of information traffic, straight and quick access to the materials, easy use and handling, low-cost services and security. In addition to that the use of them avoid wasting time and losing original materials, consequently, increase the productivity at work.

Discussions over the use of microforms and optical disks have been going on since the technologies were introduced. Although microform technology is cost-effective, high-resolution technology for storing and providing access to printed materials, it still remains as a unpopular library medium in the user community. There several factors behind that situation. However, users' resistance to use microforms and unsuitability of colour

films for archival use (since they fade over a number of years) seem to be two major factor for the unpopularity.

The catalogues on the microforms and optical disks can be used away from the libraries as well as within the libraries. The users of these catalogues can avoid unnecessary visits to the libraries and remote cities (MSS are located in the public libraries as well as some major libraries which are in different cities in Turkey) by using the possibility of remote use of catalogues, consequently, can avoid waste of time and money.

Concerning cataloguing practice, catalogues on microforms and optical disks can provide faster results in cataloguing, searching and access to library materials than printed catalogues since these formats can be produced and distributed very quickly, so libraries can avoid wasting time, money and effort to catalogue MSS which have already been catalogued by the other library or libraries. In addition to that existence of this kind of catalogues can make easy to establish national databases and authority files such as author and subject headings for MSS in Turkey, and creation of a national bibliographic information system in Turkey would be cheaper and less time consuming process.

These technological possibilities also provide some benefits to the users. Databases on microforms can be used with simple equipment such as reader/printer without any sophisticated access methods as well as advanced hybrid (computer-microform) technology. Hybrid technology offers speed and ease of electronic access. As provided by IMNET's CAR (Computer Aided Retrieval) system, a user can locate one of the 4,000 images on the rolls and receive it within fifteen seconds. [90]

Databases on optical disk provide search facilities and access to huge amount of data within seconds. Especially, use of Boolean operators and truncation may provide easy and quick access to the desired bibliographic data. Components of CD-ROMs and microforms (such as coding, storing and reading equipment) are standardised, so libraries can use different databases with the same equipment. However, some other types of optical disks such as digital video disks and WORM forms use non-standard encoding and file formats, so disks can not be exchanged from one system to another which may cause extra expenses to supply the necessary equipments. Obviously Turkish libraries can not afford this kind of luxury.

Catalogues on microforms and optical disks do not include the records which are created after the production of catalogues. Once the project is completed the users can access all the catalogued records. However, OPACs always offer up to date information to the users. In addition to that, various range of access points for the bibliographic records are offered by OPACs and CD-ROM catalogues while limited number of access points available on microform catalogues (except the catalogues which use hybrid technology). As the user survey showed in this study, MSS users in Turkey are demanding wide range of access points. The access points such as name of calligraphist, type of calligraphy, subject headings, keywords, title, author and series can be provided in reality only by computerised catalogues with OPAC access.

According to the user survey, the MSS users' expectations from a bibliographic information system are considerably different than the users of other types of library materials. MSS users in Turkey require some additional information such as information about the period of MSS, origin of MSS, calligraphy, author, elaboration, illumination and binding. Such

requirements creates new discussions about the functions of a bibliographic information system and consequently the following questions can be asked. Should bibliographic information systems involve functions to provide this kind of information ? Should this kind of services stay as a part of traditional reference service ? Should OPACs also involve this type of function ? The MSS user's point of view these kind of information should be on the bibliographic records. The librarian's point of view this is not a matter of cataloguing practice and this information is not bibliographic data so it can not be placed on the cataloguing records. Technically, an OPAC can provide this kind of facilities with its relational database structure. However, to involve that kind of function into a bibliographic information system for MSS in Turkey will make the creation of the national MSS catalogue more time consuming process than the present efforts which can not be tolerated. This kind of function can be added to the system after its completion.

The use of an OPAC is another problem. According to the user survey, 52.% of the MSS users do not use computer. In addition, 67% of the computer literate users (48% of users computer literate) are not familiar with the computer-based library services such as use of OPAC, on-line searching, electronic document ordering, e-mailing, use of CD-ROM databases and circulation systems. It is obvious that any project to create an OPAC in Turkey must involve end-user training and design of "user friendly" interfaces.

To access to a national MSS OPAC seems another problematic area. Although, networked information systems are developing rapidly in Turkey and Internet has a great potential to provide access to a national MSS OPAC both at national and international levels, except the Turkish

National Library, the libraries which hold MSS collections can not provide necessary infrastructure for an OPAC, maintenance of an OPAC, and national and international access to an OPAC, because of the lack of funding, staff, expertise and organisational requirements of such services, at present. (The on-line catalogue of the National Library can be accessed through Internet at present).

According to the user survey, MSS in Turkey are mainly used by the researchers who are employed by the academic institutions. Most of the academic institution have Internet connections . A national MSS OPAC which hosted by the Turkish National Library can easily be accessed through Internet once the OPAC established. However, the users who are not the member of academic institutions would have some difficulties to use the service. First of all, the public libraries (except one library) do not have network connection and it seems they are not going to have one in the near future because of the financial and qualified staff problems in all public libraries in Turkey. Secondly, acquiring the necessary equipment (computer, modem and communication link) is very expensive matter for the most of the members of public.

VII.5.2. INTERACTION

User-system interaction seems to another problematic area. Despite using Arabic Alphabet (Ottomans added three more letters to the original alphabet), Ottoman as a language is mixture of Arabic, Persian and Turkish and completely different language with its own rules. Turkish People abandoned the Arabic Alphabet and have been using the Latin Alphabet since 1928 with some modification. For instance, comparing to English Alphabet, Turkish Alphabet includes 3 more vowels (İ, Ö, Ü),

three more consonants (Ç, Ğ, Ş) and three less consonants (Q, X, W) than the English Alphabet. Obviously, all these modifications and differences affect the romanisation and pronunciation of Arabic letters in Turkish. Some romanisation differences are shown below;

TURKISH	ENGLISH
Beşiktaş	Beshikdash
Kuran or Kur'an	Koran
Muhammed	Mohammed or Muhammad
El	Al
Hadis	Hadith

Inevitably, these differences will affect the presentation of bibliographic data, filing of bibliographic records, searching and accessing of these records. No one can expect from a Turkish MSS user to search a MSS catalogue in Turkey by using English or international romanisation rules for Arabic letters. On the other hand, MSS collections in Turkey are also part of the cultural heritage of all humanity, so members of other cultures who are interested in these MSS have rights to access and use the MSS in Turkey. However, again, no one can expect from members of other cultures to search a catalogue by using Turkish romanisation rules for Arabic letter instead of international rules. In addition to that, as a principle of librarianship, bibliographic information systems must take into account that the creation and presentation of bibliographic records should follow the internationally accepted standards and rules in order to promote or facilitate universal use of these records. The use of specially designed user interface which allows access to the OPAC by using either international romanisation rules or Turkish romanisation rules can solve the problem. For instance, when a user connected to the system, the

system would ask which mode (international or Turkish) is required. If the user choose the international use, the system switches on the international interaction mode with menus, windows and icons in English. If the Turkish mode chosen, user-system interaction will be in Turkish with Turkish romanisation of Arabic letters. However, the system will match the Turkish romanised access points with the international romanisation, then will retrieve the desired records using standard international romanisation.

VII.5.3. EXPERT SYSTEMS

As mentioned in Chapter I, cataloguing of Ottoman MSS requires interdisciplinary knowledge and expertise in linguistics, palaeography, literature, theology, art, history and librarianship. Obviously, one person is not capable to provide all the required expertise. On the other hand, Turkish libraries can not afford to employ all those people who can provide the expertise in the mentioned subject. However, experts systems can provide possibilities to ease the problem. Basically, concerning cataloguing practice, expert systems have potential for training, advising or assisting MSS cataloguers.

As a training tool, an expert systems can provide self-training with its explanatory facility which shows how and why any particular decision is taken. For instance, it can explain the difference between the calligraphic styles and can teach how to recognise each style or how and where bibliographic data can be acquired from a manuscript or how to interpret the cataloguing rules for MSS cataloguing and how to use the rules. Use of an expert system would help a librarian to become an expert and would increase the number of MSS cataloguers which is desperately needed in Turkey.

As an advising or assisting tool, expert systems have great potential to reduce time and to create accurate cataloguing records. The possible use of expert systems for MSS cataloguing (descriptive) in Turkey can be categorised as follows;

1. determination of bibliographic data
2. romanisation of Arabic Alphabet according to international and Turkish romanisation
3. presenting bibliographic data in standard format and translation of bibliographic information into MARC format.

Determination of bibliographic data is a huge domain for a expert system for MSS cataloguing. However, this comprehensive domain can be divided into relatively narrow domains. For instance, determination of calligraphic styles by using scanner and image processing techniques or determination of authorship by asking series of questions.

The second possible use of expert systems is romanisation of Arabic letters according to the given romanisation rules by using image processing techniques.

The library survey and the interviews in Turkey showed that MSS librarians mainly graduated from language schools of Arabic, Persian and Turkish. Limited number of librarian have background in librarianship and hence cataloguing. In addition to that Turkish libraries use a set of cataloguing rules devised in Turkey in 1958 (described in section IV.4.2.) for the cataloguing of MSS. Discussions with various Turkish librarians and the library survey have indicated that there is a lack of belief in Western cataloguing codes such as AACR2 and RAK, even though it is uncertain whether the doubters have a detailed knowledge of these codes.

An expert systems which is designed to interpret cataloguing codes and to present the bibliographic data in a standard format would be very helpful for next the generation MSS cataloguers as well as the present cataloguers.

Use of computers for cataloguing practice requires additional knowledge and skills and the library survey showed that Turkish MSS librarians have not got the necessary skills to use computers. However, an expert system could allow a novice user to enter valid cataloguing information without knowing any MARC terminology, procedures, or codes as it provided by MITINET/MARC.

Concerning the number of MSS which should be catalogued for the national catalogue, the number of experts, level of cataloguing knowledge, level of the present progress, the potential of expert systems either for training, advising or assisting manuscript cataloguers is worthy of investigation.

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CHAPTER VIII. A PROPOSED BIBLIOGRAPHIC INFORMATION SYSTEM FOR MSS IN TURKEY

This chapter considers a proposed bibliographic information system for MSS in Turkey and the management aspect of the proposed system. Before proposing a system, it is necessary to summarise the present situation.

VIII.1. THE PRESENT SITUATION

Although Turkey has very rich MSS collections, MSS collections are slightly catalogued or organised and at present Turkey has no national union database or catalogue. MSS collections in the Turkish libraries are still growing and because of the lack of a national database exact numbers of MSS in Turkey is not known. However, it is known that there are approximately 300,000 MSS volumes in the libraries and a single bound volume may contain more than one manuscript (in some cases 10-20 MSS). Therefore, it can be said that there are over 600,000 MSS need to be catalogued for a national union catalogue.

All the libraries in the sample group of this study hold their catalogue of MSS in card form though KRML and the National Library have some records in printed book form. The exception is the Suleymaniye Library which has a computerised catalogue. As of 1994 this contained slightly over 100,000 relating to MSS and rare books from both the central collection and its 45 branch libraries.

Turkish libraries use a set of cataloguing rules which was developed in Turkey in 1958 for the cataloguing of MSS, which is mentioned in chapter

IV. The survey and discussion with various Turkish MSS librarians have indicated that there is lack of belief in western cataloguing codes such as AACR2 and RAK, even though it is uncertain whether the doubters have detailed knowledge of these codes.

There is considerable variation in the level of bibliographic description which is used. This occurs not only between the libraries but also within the libraries. On occasions this is caused by the fact that the necessary information is not readily determined in the manuscript. In addition the knowledge and experience of cataloguers in determining the data is far more important in this field than is the case with the cataloguing of books.

MSS in Turkey occur in three languages; Arabic, Persian and Ottoman Turkish. Although standard transliteration lists for Arabic and Persian are available, there is no agreed or approved transliteration scheme of Ottoman Turkish since Ottoman Turkish is a dead language. However, Turkish libraries have been using the transliteration list of *Islam Ansiklopedisi* (Turkish adaptation of *Encyclopaedia of Islam*) as the standard for transliteration of Arabic Alphabet.

The position with subject cataloguing is similarly unsatisfactory. Four of the five major collections uses DDC. The exception is Istanbul University Library which does not classify MSS. This library uses its own locally developed list of subject headings for subject description. Subject headings are also in bibliographic descriptions at the National Library but these do not appear to be taken from a standard list rather they seem to be natural language headings ascribed by the cataloguer.

All major libraries suffer from a shortage of staff to deal with MSS awaiting cataloguing. For instance, there is only one full-time member of staff at the National Library to deal with 18,464 (in 1994) MSS and the library acquires approximately 300 MSS in a year. In this case, the librarian is expected to catalogue more than one manuscript a day, which is an impossible task to do.

In addition to the shortage of staff, there are problems with the knowledge and skills of these people. Whilst most of the staff have the necessary background in languages needed to deal with MSS, few have background in librarianship and hence cataloguing.

Use of the technological possibilities is very limited in the MSS libraries in Turkey. Whilst all libraries in the sample group provide microforms of MSS, use of computers or computer-based services are not available in the libraries, except the Suleymaniye Library.

Suleymaniye Library's computer-based catalogue does not use any standard format or cataloguing codes and is not open to the users, but a librarian performs the search process on behalf of the users.

There is no organised budget for MSS activities in the libraries and all expenses of individual libraries are paid from the "general budget" of the main organisations such as the General Directorate of Libraries, the National Library and Istanbul University without any special arrangement of funding.

All activities of MSS including the usage are instructed by some "written regulations", circular and byelaws. Concerning legal support, the most

affecting factor is the position of librarians in the government official lists in Turkey. Librarianship as a profession is listed in the "general administrative services" which provides low salaries than other professions which are listed in "teaching" and "technical services". Because of the low salaries, libraries especially MSS libraries can not employ qualified staff and suffer from shortage of staff.

The TUYATOK Project which was formed in 1978 with the objective of creating a union catalogue of MSS in Turkey has been undertaking the Union Catalogue Project. However, to date it has partially catalogued some 50,000 MSS and manage to publish some catalogues which include 15,00 of the 50,000 records. The current rate of publication is approximately 1,000 records per year and at this rate of progress it will take approximately 500 years to complete the union catalogue.

TUYATOK catalogues do not use any cataloguing standard. Description of the MSS are given as series of sentences rather than a standard format. In addition to that the first and last sentences of text are given in the each record both in Latin and Arabic script. The progress of the TUYATOK Project and the catalogues of TUYATOK do not satisfy the MSS librarians in Turkey. The Project and its works are negatively criticised and criticism are generally concentrated on the bibliographic data and their presentation.

VIII.2. THE PROPOSED BIBLIOGRAPHIC INFORMATION SYSTEM

AIM OF THE PROPOSED SYSTEM

The system aims to provide bibliographic information which are described according to the standard cataloguing codes for MSS in Turkey, to reduce the figure of 500 years to a much smaller figure, to meet the needs and expectations of MSS users in Turkey.

ESTABLISHMENT OF CO-OPERATION

It is obvious that the only viable solution involves co-operation between the major MSS libraries in the creation of a union catalogue. Before starting any project, all parties have to be put together and it is necessary to have some consensus over the present problems, practices, standards and possible solutions. One library or one institution is not capable to make all the necessary changes and undertake such project. So it is vital to establish communication and co-operation between the libraries, librarians and organisations for succesful implementation of the project.

However, co-operation is a novelty for Turkish librarians and it will require a lot of work to develop a spirit of co-operation. At present, there is no organisation which can provide communication links between the MSS librarians in Turkey. Therefore, establishment of communication links is one of the crucial steps for such project in Turkey. Establisment of "Association of MSS and Rare Book Librarians" or "Section of MSS Librarians" in the Turkish Librarians' Association might create the needed communication links and promote the idea of co-operation. The

importance and benefits of library co-operation can be explained through a newsletter which would be published by the Section and spirit of co-operation can be developed. Obviously, if MSS librarians see themselves as a group which is part of the Turkish library community, all the barriers (such as professional pride, lack of librarianship background, resistance to Western approaches for the problems) which make co-operation difficult can be eliminated and establishment of co-operation would be easier.

A series of meetings and discussions can also be organised by the Section to establish communication links and co-operation between the libraries, so all parties can feel they are involved in every decisions taken and part of every effort.

It is obvious that there has to be a leading organisation or library for the union catalogue project. Otherwise, it is inevitable that there will be confusion, a lack of clarity and uncertainty about decision taking, administration and management of the project. As a result of the meetings, libraries can produce a project leader. TUYATOK Office seems to be a good candidate for leadership. However, in its present existence as a part of the National Library, it does not have the status and authority necessary to implement change. In addition to that the Istanbul Bureau and the Ankara Bureau of TUYATOK have been quarrelling over leadership of the project since 1978. It seems that re-organisation of TUYATOK Office is necessary and TUYATOK office must be granted autonomy and should be organised as "The Institute of MSS and Rare Books". The suggestions for the "new" organisation given below:

- It has to be autonomous organisation,
- The organisation undertake and support research and related studies in the field,
- The organisation provide the leadership for the union catalogue projects,

- The organisation publish bibliographic tools such as catalogues, bibliographies, indexes and abstracts,
- The organisation provides training facilities for the community,
- The organisation provides necessary infrastructure for the computer-base union catalogue as the host and provides maintenance of the database,
- The organisation provides expertise and training for the conservation activities.

The present organisations and libraries can not perform the mentioned tasks because of their other priorities and can not provide attractive posts because of their status. Only an autonomous organisation can provide full-time work for a union catalogue project and attractive posts with sensible salaries for the researchers and librarians in Turkey.

SELECTION OF THE PARTICIPANT LIBRARIES FOR PROJECT

Once co-operation established and the leading organisation chosen, the next phase is the selection of participant libraries for the project of union catalogue. It seems that Beyazid State Library, Istanbul University Library, Konya Regional Manuscripts Library, the National Library and Suleymaniye Library are the best candidates with their holdings and expertise in MSS cataloguing. In addition to these libraries, some other volunteer libraries which are able to provide the needed infrastructure for the project. After the selection of participant libraries, the next phase is the creation of national database.

CREATION OF NATIONAL DATABASE

There are several factors influencing the approach to cataloguing of MSS in Turkey. These are;

- agreement on standards
- number of staff
- number of MSS to be catalogued
- users' needs and skills
- information technology.

It is necessary to reach agreement on cataloguing rules and formats.

Existing standards seem to be insufficient to catalogue Islamic MSS and holders of Islamic MSS need an agreed international standard for cataloguing of Islamic MSS. Decisions in this area should be taken to ensure international compatibility. So the cataloguing codes must be adapted from internationally accepted standards rather than producing brand new codes. It seems that AACR2 is appropriate for the adaptation.

Any attempts at adapting AACR2 must not ignore the possible resistance of MSS librarians and archivist in Turkey. Therefore, their involvement seem to be necessary to avoid the possible resistance to use the rules.

In addition to the descriptive cataloguing standards, it is necessary to agree upon a standard method of subject cataloguing for use in each participant library. As mentioned earlier, except Istanbul University Library, all libraries in Turkey use DDC for the classification of MSS. Although they use DDC for classification of Islamic subject, they declare that they modify the scheme. At Hacettepe University, a research project has been undertaken to investigate the suitability of the DDC scheme for the classification of Islamic MSS. [1] As part of this project, some extensions

to Dewey were developed that were intended to make it appropriate for the classification of Islamic MSS. It seems sensible to investigate the use of this amended version of DDC as classification tool to be used by the participant libraries.

It is known that standard transliteration schemes for Arabic and Persian are available. However, there is no internationally agreed standard for transliteration of Ottoman Turkish. It seems sensible to investigate the use of Professor Birnbaum's work "Ottoman Turkish Transliteration Scheme" [2] to be used as standard.

The second factor is number of available staff. The number of staff available to catalogue MSS is very limited. In addition to that limited number of staff have background in librarianship and hence cataloguing. It seems that training and development of staff in libraries in Turkey is also crucial requirement for the project. There are three possible solutions to improve quality and quantity of MSS librarians in Turkey. These are:

1. Library schools must give special importance to subject and provide necessary courses, so that graduates would be aware of the situation and educated in the subject.
2. Library schools must provide summer schools and post-graduate courses in the subject.
3. In addition to the library schools in Turkey, the proposed institution (Institute of MSS and Rare Books) must provide training facilities in the libraries as well as within the institution by employing experts and retired MSS librarians.

It is obvious that without adequate quantity and quality of staff nothing worthwhile can be achieved. As indicated by Birnbaum [3],

- "1) well-trained, meticulous and self-disciplined scholars are essential;
- 2) they must have access to ample reference books;
- 3) they must be allowed the time to work carefully without the pressure to catalogue in quantity".

Concerning salaries, the present posts in the libraries are not attractive, so it is very hard to employ qualified librarians for the project. However, establishment of "Institute of MSS and Rare Books" can easily provide attractive posts with sensible salaries.

The third factor is the number of MSS to be catalogued by the project. As mentioned earlier, there are approximately 600,000 MSS to be catalogued by such project. On the other hand the number of MSS is also growing in the libraries. It can be said that the number of MSS which should be catalogued by the project is not exactly known. Given the available resources, skills and the number of MSS in Turkey, it is inevitable that initial attempts must concentrate on simplified cataloguing, which can be upgraded at later stage should more resources become available. This will allow librarians and users to determine and access to available MSS in Turkey as whole (at the moment neither librarians nor users know what they have got in Turkey). However, the project aims to produce comprehensive cataloguing records at the end.

The fourth factor is users' needs and skills. According to the user survey, MSS users' needs and expectations from a bibliographic system are considerably different from those of users of other types of library materials. As mentioned in section VII.5. they need more detailed

bibliographic data and comprehensive bibliographic records. Obviously, this situation creates contradiction with simplified cataloguing at the early stages of project. However, it is necessary to determine and catalogue all MSS in Turkey and the project aims to produce comprehensive cataloguing records at the end.

Concerning users' skills, there are two sub-factors which must be taken into account. The first is users' language skills. According to the user survey, just 16% of the users can read the three languages and Ottoman is the most commonly known language (72%) among the users. So the project can start cataloguing with MSS in Ottoman for the benefit of the majority of users. The second is the users' preferences for the calligraphic styles. According to the user survey, 56% of the users "often" prefer to read in Nakshi style, 46% of the users "often" prefer to read in Tuluth style. So the project can start cataloguing with MSS in Ottoman which are written in Nakshi and Tuluth style with higher priority for the benefit of majority of users.

The fifth factor is the information technology which would allow to reduce the figure of 500 years to much smaller figure as well as provide effective services to users and librarians. It is taken as granted that any solution to the problem of MSS cataloguing in Turkey must be based on an automated approach. The possible use of technology for MSS cataloguing is given in section VII.5. Therefore this section of study concentrates on the comparison of the mentioned possibilities and recommendation for particular technology for the national database.

Before the creation of the national database, the participant libraries should have reach agreement on the record format that must be used by

each of the participants. As mentioned earlier, the international compatibility must be taken into account and so the record format adapted must come from the MARC family.

After the agreement on the record format, the next phase is to have agreement on the way of linking participant libraries. While telecommunications may not be as advanced in Turkey as in some western nations, the situation is improving all the time and there is access to the European Academic Network, Internet and Turkey has its own Packet Switching Network (TURPAK). There is also communications Network (TUVAKA) which links universities and research organisations. This ought to form the basis for linking participant libraries thereby permitting a co-operative approach to cataloguing.

The proposed organisation, "The Institute of MSS and Rare Books", can provide necessary infrastructure for the national database such as computers, generator, building, manpower and access to the Net, maintenance of them and access to an OPAC on the network. If such organisation can not be established for some reasons, the National Library is the most appropriate organisation with its status and existing technological infrastructure.

After the creation of national database on the network, the next phase is machine readable cataloguing of MSS and record entry to the database. As is known, the Suleymaniye Library's computer-based catalogue includes over 66,000 MSS records, obviously it will be a great advantage if these records can be converted into agreed MARC record format. Therefore, a sub-committee must be established to undertake sub-project for the conversion of Suleymaniye records.

The advantages and disadvantages of each technological possibility, in general, is discussed in chapter VII. As mentioned, the nature of the individual projects is the determining factor for the advantages and disadvantages of technological possibilities.

A project for the national union catalogue requires co-operative efforts, involvement and active communications between the participants. It is inevitable to use information network to complete the project of union catalogue of MSS in Turkey in a sensible time period with arguably less cataloguing efforts. Duplication of cataloguing can be avoided by using the network so the participant libraries can use that time to catalogue uncatalogued MSS. Obviously, time and money can be saved by using the information network. In addition to that the network can be used to distribute the bibliographic information to the users. It seems that the use of information network is the only way to reduce the figure of 500 years to much smaller figure.

Concerning the distribution of bibliographic information to the users, microforms and optical disks are the other way to do. Obviously, once the database is created, it will be easy to produce subject catalogues, bibliographies and catalogues of individual libraries on microforms and CD-ROMs as well as in printed form. However, it seems that a national OPAC is the most appropriate way to distribute bibliographic information since OPACs offers up to date information and the majority of the MSS users in Turkey are employed by the academic institutions or undertaking research in the academic institutions which have network connections.

The other phase of the project is selecting or if necessary development of the application software which can be undertaken with the step of creation of national database. The most important issue in the selecting or designing of software is user-system interaction. 52% of the MSS users in Turkey are not computer literate and 67% of the computer literate users are not familiar with computer-based library services. So for the benefit of users, the design of user interface must involve user friendly approaches. Concerning the use of user interface, keyboarding the transliterated Ottoman, Arabic and Persian seems a problem. Although, participant libraries agreed on the transliteration standards which involve linguistic analysis and approaches, it is very hard task to follow the standard for the users who do not have linguistics background. No one can expect that every MSS user has the necessary transliteration knowledge for the all languages. In addition to that modern Turkish and transliterated Ottoman Turkish are considerably different in many aspects. (For instance the modern Turkish word "için" is transliterated form Ottoman Turkish as "içün". For the differences see Birnbaum "Transliteration of Ottoman Turkish for Library and General Purposes". JAOS. 1967 87(2): 122-156.) Obviously, the differences would affect the search process and would cause negative effects in the process such as not to access a record which exists in the database or to access undesired bibliographic records.

A well designed, user-friendly interface may be a solution for such problems. For instance, when a user typed access point in modern Turkish, the interface can compare the typed access points with the standard transliteration list and if it is not typed according to the standards used, the system converts the typed information into the standard form and performs the search.

As mentioned before, the number of staff available to catalogue MSS for such project is limited. In addition to that the background of staff is another problematic area since most of them have limited librarianship and cataloguing knowledge. Obviously, it is necessary to increase the number of experts for the project which is not an easy task to do and would take years. Expert systems seems to be a solution and may have great potential in distributing scarce cataloguing knowledge to the libraries either as training tools or as cataloguing aids. The possible use of expert systems is given in the section VII.5. However, it can be said that use of expert systems as training tools and cataloguing aids is inevitable to reduce the cataloguing time and complete the project successfully since the quantity and quality of available staff are not sufficient for the project.

As a conclusion of this chapter, the characteristics of the proposed system can be summarised as below:

- The system aims to provide comprehensive bibliographic information for MSS in Turkey.
- The system involves a national co-operative cataloguing system.
- The system is a computer-based system and planned on the basis of machine readable catalogue.
- The system uses internationally compatible cataloguing codes and the record format adapted comes from MARC family for the benefit of international community as well as the national community .
- The system uses internationally agreed transliteration standard scheme for Arabic and Persian and propose use of the Birnbaum's Transliteration scheme for Ottoman Turkish as a standard scheme.
- The system uses DDC as classification scheme with its extended Turkish version.

- At the first stage, the system provides simplified cataloguing records which would be upgraded when more resources become available.
- Bibliographic records must be produced in Latin Alphabet since most of the MSS users can not read all three languages (Arabic, Ottoman and Persian).
- The system uses expert systems as assisting tools for the determination of bibliographic data, interpretation of cataloguing codes, transliteration of Arabic, Persian and Ottoman Turkish, presentation of bibliographic data in a standard format and conversion of bibliographic records into MARC records.
- The system starts cataloguing project with MSS in Ottoman which were written in Nakshi and Tuluth styles with higher priority for the benefit of majority of users.
- The national database will be created on the network and participant libraries use the network for record entry as well as access to the database.
- The bibliographic information will also be distributed by microforms, CD-ROMs as well as by printed forms.
- User-system interaction will be in two modes; Turkish and English with user friendly interfaces.
- User interfaces involves expert system approaches for the keyboarding of access points to provide better search results.

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CHAPTER IX. CONCLUSION

Turkey has very rich MSS collections which are slightly catalogued or organised. At present there is no national database which covers all MSS in Turkey. The TUYATOK Project which was established in 1978 aims to provide bibliographic control of MSS in Turkey and publish a union catalogue. However, the project has met some problems and managed to catalogue limited number of MSS since 1978. At the present rate of TUYATOK's progress, it will take approximately 500 years to complete the union catalogue.

This study examines ways in which bibliographic control of MSS in Turkey can be improved and proposes a bibliographic information system for MSS in Turkey. The study identified the following problems and provided possible solutions for them.

1. Problems of MSS cataloguing in Turkey.

a. Inappropriate cataloguing codes: Turkish libraries use a set of 1958 cataloguing rules devised in Turkey for cataloguing of MSS. The code is not compatible with any internationally accepted cataloguing codes, and cataloguing rules are not followed by the Turkish libraries and the TUYATOK Office. So there is considerable variation in the level of bibliographic description that is used. Bibliographic description of MSS in the TUYATOK catalogues are given as series of sentences rather than a standard format. In addition to the lack of standard cataloguing codes in Turkey, there is lack of confidence in western cataloguing codes, so western codes are not considered as a solution. However, the cataloguers

of the current library materials have been using AACR2 to catalogue them without any resistance and prejudice.

For the benefit of the national and international communities, bibliographic description of library materials should be based on standard codes.

Without standard description, bibliographic confusion is inevitable, that is happening in Turkey. The use of internationally agreed or internationally compatible codes is the only way to provide access to MSS.

AACR2 is widely practised all over the world, so it can be thought as basis for cataloguing of Islamic MSS. However, AACR2 with its present rules seems insufficient to catalogue Islamic MSS. As indicated in AACR2, although the rules are not designed for specialist and archival libraries, specialist libraries are recommended to use the rules as the basis of their cataloguing and augment their provisions as necessary. It seems that adaptation of AACR2 for the cataloguing of Islamic MSS required.

b. Inappropriate transliteration schemes: In addition to the inappropriate cataloguing codes, there is a problem of transliteration of languages which uses Arabic Alphabet. While MSS occur in Arabic, Persian and Ottoman, Turkey has been using the Latin Alphabet since 1928. Accordingly, catalogue entries must be produced in Turkish with the Latin Alphabet. Although there are agreed transliteration schemes for Arabic and Persian, there is no internationally agreed standard scheme for Ottoman Turkish. As indicated by Birnbaum [1] "Ottoman Turkish poses more transliteration problems than do Arabic and Persian" and the situation of Ottoman Turkish is complex and difficult. However, Turkish libraries use the Encyclopaedia of Islam's transcription list for the transliteration of Arabic script, which is found unsatisfactory. [2] It seems

sensible to investigate the use of Birnbaum's "Ottoman Turkish Transliteration Scheme" as standard transliteration scheme.

c. Inappropriate classification scheme: The position with subject cataloguing is also unsatisfactory. Although Turkish libraries use DDC for subject cataloguing, subject access to MSS is very limited since DDC does not provide detailed and necessary subject divisions for the Islamic subjects. At Hacettepe University in Turkey, a research project [3] has been undertaken to investigate the suitability of the DDC scheme for the classification of Islamic MSS. As a part of the project, some extensions to Dewey were developed that were intended to make it appropriate for the classification of Islamic MSS. It seems sensible to investigate the use of this amended version of Dewey as the classification tool to be used.

2. Problem of insufficient quantity and quality of staff.

The number of staff available to catalogue MSS in Turkey is very limited. In addition to that most people working with the MSS have considerable linguistic but limited cataloguing knowledge. The main reasons behind that MSS libraries can not offer attractive posts for librarianship graduates and the new generation of librarians are not interested in MSS for some reasons. As a result of this situation, the number of librarians who work with MSS is decreasing. So training and development of staff are the vital element of the project. The possible solutions to improve the situation are: (1) the establishment of the "Institute of MSS and Rare Books" which can provide attractive posts with sensible salaries for librarians and researchers and provide training programs for the community, (2) the library schools in Turkey should encourage the students to become MSS librarians, provide

the essential courses at undergraduate and post-graduate levels, and summer schools.

3. The problems which MSS users meet

60% of the users declared that present library catalogues do not satisfy their needs. Lack of and/or insufficient subject access, varied level of bibliographic description on the records, wrong filing of the records in the catalogues and wrong transliteration of Arabic, Persian and Ottoman are the main problems which users meet in the libraries. The only solution for the problem is to have agreement on the standard cataloguing rules, filing rules and transliteration schemes, and to use the agreed or adapted standards.

In many cases libraries impose upon their users their own bibliographic standards for information in catalogues. However, library catalogues are the gates to the collections and exist for users, so the user aspect of library systems can not be ignored. Therefore, a user survey was undertaken to profile MSS users and determine their needs and expectations from a bibliographic information system. The survey showed that MSS users' needs and expectations from a bibliographic information system are considerably different than users of other types of library materials. They need more comprehensive bibliographic records and expect additional information about the MSS such as period and origin of MSS, biographic information, illumination, calligraphy and etc. So a bibliographic information system which meets users needs must provide detailed and comprehensive records and must be integrated with reference facilities. However, given the available resources, skills and the number of MSS to be catalogued, initial attempts to catalogue MSS in Turkey for a union

catalogue project must concentrate on simplified cataloguing, which can be upgraded at a later date when more resources become available. In addition to that, the most sensible way to start the cataloguing project is to begin with MSS in Ottoman which are written in Naskhi and Tuluth styles for the benefit of majority of users since Ottoman is the most commonly known language among the users and the majority of users prefer to read in Naskhi and Tuluth styles.

The use of technological possibilities is inevitable to reduce the figure of 500 years to much smaller figure and to improve the present situation. So the proposed system involves computer-based approach and the union catalogue is planned on the basis of a machine readable catalogue. The way of using technological possibilities and the place of the technology in proposed system are not repeated here since previous chapters provided them. However, networked information systems and expert system have great potential in cataloguing of MSS and worthy of investigation.

The implementation steps for an improved bibliographic information system for MSS in Turkey can be summarised as follows;

Step 1. Establishment of co-operation.

Step 1.1. Establishment of professional organisation/group for the MSS librarians in Turkey.

Step 1.2. Establishment of professional publications.

Step 2. Selecting leading organisation.

Step 2.1. Establishment of the "Institute of MSS and Rare Books".

Step 3. Agreement on the manual and machine-readable standards.

Step 4. Development of the union catalogue project.

Step 5. Selection of the participant libraries

Step 6. Creation of the national MSS database on the network environment.

Step 6.1. Establishment of training and staff development programs.

Step 7. Entering simplified catalogue records into the database.

Step 8. Selection or development of the application software and user-interfaces.

Step 9. Completion of the first stage of the project.

Step 10. Upgrading the bibliographic records retrospectively.

Step 11. Creation of the "additional information databases" which would provide biographic and detailed information about the MSS rather than bibliographic information.

Step 12. Integration of "additional information databases" to system.

Obviously, it is necessary to undertake further investigations to implement such project. The possible further investigations which appear to be needed by the proposed system are listed below;

1. Investigation of AACR2 to catalogue Islamic MSS and if it is needed to amend the rules for Islamic MSS.
2. Investigation of the use of MARC-AMC as record format and if it is needed to amend the format for Islamic MSS.
3. Investigation of the use of amended version of DDC scheme as classification tool to be used.
4. Investigation of the use of Birnbaum's "Ottoman Turkish Transliteration Scheme" as transliteration scheme to be used.
5. Investigation of the designing expert systems as an advising and assisting tool for cataloguing of Islamic MSS and designing expert user-interfaces.
6. Investigation of the storing of images of MSS in Turkey.

7. Investigation and establishment of staff training and development programs for MSS librarians in Turkey.

Predictably, the project of union catalogue and further investigations require more financial and moral support from the Turkish Government than currently is available. This can only occur if MSS are given a higher priority and accepted as a part of Turkey's cultural heritage. Otherwise, without the government's support, nothing worthwhile can be achieved.

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APPENDIX I

BIRNBAUM'S OTTOMAN TURKISH TRANSLITERATION SCHEME

OTTOMAN TURKISH transliteration scheme *

1. LETTERS OF THE ALPHABET¹,

<u>Initial</u>	<u>Medial</u>	<u>Final</u>	<u>Alone</u>	<u>Value</u> omit ¹
ا	ا	ا	ا	
ب	ب	ب	ب	b
پ	پ	پ	پ	p
ت	ت	ت	ت	t
ث	ث	ث	ث	t.
ج	ج	ج	ج	s
چ	چ	چ	چ	c
ح	ح	ح	ح	ç
خ	خ	خ	خ	h
د	د	د	د	b
ذ	ذ	ذ	ذ	d
ر	ر	ر	ر	z
ز	ز	ز	ز	r
س	س	س	س	n
ش	ش	ش	ش	j
ص	ص	ص	ص	s
ض	ض	ض	ض	ş
ط	ط	ط	ط	s.
ظ	ظ	ظ	ظ	n.
ع	ع	ع	ع	t.
غ	غ	غ	غ	z.
ف	ف	ف	ف	c
ق	ق	ق	ق	ç ²
ک	ک	ک	ک	f
گ	گ	گ	گ ⁴	k
ن	ن	ن	ن ⁵	k ³
				g
				n̄

* The raised numerals refer to the notes printed at the end of this Transliteration Scheme.

<u>Initial</u>	<u>Medial</u>	<u>Final</u>	<u>Alone</u>	<u>Value</u>
ا	ا	ا	ا	l
م	م	م	م	m
ن	ن	ن	ن	n
و	و	و	و	v ^{6,7}
ه	ه	ه	ه	h ⁷
ي	ي	ي	ي	y ⁷
,	,	,	,	' (apostrophe) ⁸

2. LONG VOWELS. In words of Arabic and Persian origin only⁹.

اَ، آ، اِ، اُ	ā
يَ، يِ، يِ	ī ¹⁰
وُ	ū

3. SHORT VOWELS. In words of any origin¹¹.

اَ	e/a
يَ	i/ı (undotted) ¹²
وُ	ü/u (sometimes ö/o) ¹³

Initial ا (elif) with or without • (hemze) is not transliterated when it is merely a supporter for an initial vowel.

اَ، اِ، اُ et

4. VOWEL LETTERS. In Turkish words¹⁴ these are not to be marked with macrons, which are used only for "long" vowels in loan words.

<u>Initial</u>	<u>Medial</u>	<u>Final</u>	<u>Alone</u>	<u>Value</u>
اَ (Some- times اِ, with <u>mādde</u> implied)	اَ	اَ	اَ	a, rarely ē ¹⁵
اِ، اِ	اِ	اِ	اِ، اِ	e
اِ	اِ، اِ	اِ	اِ	ě/ǣ ¹⁶
اِ	اِ	اِ، اِ	اِ	e/a ¹⁷
اِ	اِ	اِ	اِ	e
اِ	اِ	اِ، اِ	اِ ¹⁸	i/ı, rarely ē ¹⁹

<u>Initial</u>	<u>Medial</u>	<u>Final</u>	<u>Alone</u>	<u>Value</u>
او	و	و	او	{ö/o [u/u]
ئو	—	—	؛	{ö [u]

5. DIPHTHONGS.²⁰

آی، آي	سای، ساي	ی	—	ey/ay
اوی	وی	وی	—	{öy/oy [üy/uy]

RULES OF APPLICATION

Letters which may be Transliterated in Different
Ways Depending on their Context

6. Final or medial ا or ؛ (tā merbūṭa). If used as a final vowel ending, it is transliterated regularly as e/a. But if consonantal, render t. (This is common at the end of the first element of an Arabic izāfet construction, of which the second element begins with a vowel.)

زبدة الحقائق Zūbdet ūl-ḥaḳā'ik

7. و is rendered y as a consonant and also in an Arabic or Persian diphthong, and ū/u, ö/o as a vowel. As a conjunction it is rendered ve, except in doublets, when it is ū/ū unhyphenated.

بن و سن ben ve sen
قبل و قال kıl ū kāl
ذوق و صفا zevk ū şafā

For the conjunction و followed by the Arabic article ال see rule 11(c).

Vowel harmony.

(a) The nature of the vowels is frequently implied, though not generally expressed, in the Ottoman writing system; but it is explicitly shown in Modern Turkish and

in this transliteration scheme. A distinction is made between "front" vowels (e, i, ö, ü) and "back" vowels (a, ı, o, u). Whether a vowel is "front" or "back" depends generally on the consonants preceding and sometimes also on those following it.

In words of Turkish origin the vowel harmony generally runs right through polysyllabic words, whereas in words of Arabic and Persian origin the vowel harmony runs mainly syllable by syllable, so that the vowels of adjoining syllables may be of different types — a "front" syllable can be followed by a "back" one.

کرام kirām

or a "back" syllable followed by a "front" one.

مقبل mukbil

(b) Progressive vowel harmony.

ق، غ، ع، ظ، ط، ض، ص، خ، ح are "back" consonants, and are generally followed by "back" vowels.

Back قول or قل kul and kol

Front كل küll

The remaining letters may be followed by either "front" or "back" vowels, although in words of Turkish origin the consonants ک، گ، ک، س، ت and ل are only rarely followed by "back" vowels.²¹

ل is followed by "back" vowels in words of Turkish origin, and "front" vowels in other words.

بالکز balıñız (Turkish: "your honey")

حالكز hāliñiz

آل عثمان Āl-i ʿOsmān

Exception. Words beginning with ع (ʿayn kesre) transliterate this combination as i not ı.

علم	cilm
عزت	cizzet
عرفان	cirfān
عبرانی	cibrānī

(c) Regressive vowel harmony.

If any of the following sequences of consonants and vowels occur within a syllable (or in adjacent syllables where specified below), a "back" consonant exerts regressive influence on the preceding vowel, making it a "back" vowel.

(i) First syllable begins with a non-"back" consonant + vowel + "back" consonant.

مطبوع	maṭbū ^c	وصلة	vuṣlet
بحث	baḥṣ	معرفت	ma ^c rifet
فطرى	fıṭrī	تحفة	tuḥfet
چىق	çıkmaḵ		

(ii) First syllable begins with a non-"back" consonant + vowel + ر without vowel + "back" consonant other than ح and ع .

	شرق	şark	فرض	farz
<u>but</u>	شرح	şerḥ	شرع	şer ^c

Note: Non-"back" consonant + vowel _____ (kesre) + ع without vowel + non-"back" consonant is rendered i, not ı.

شعر	şic ^c r
فعل	fi ^c l

(iii) First syllable begins with a non-"back" consonant and is open and the next syllable begins with a "back" consonant, then the first syllable takes a "back" vowel.

تُحَف	tuḥaf	رِزَا	Rıẓā
مُعَلِّم	mu ^c allim	مَعَارِف	ma ^c ārif
مُخَابِر	muḥābir	رَطُوبَت	ruṭūbet
وُصُول	vuṣūl	تَصَرُّف	taṣarrūf
مُقَدِّم	mukāddem	چِکِّنْجِه	çıkınca

Remoter regressive harmony is not observed.

مُؤَاوَلَه *müvāṣele* (not *muvāṣele*)

(iv) First letter begins with vowel — or —
(with an elif as bearer) + back consonant

أَحْمَد	Aḥmed
أَقْيَانُوس	oqyānūs

Note: If the first syllable begins with vowel —
(with elif as bearer) + back consonant, this vowel is
rendered as i not ı.

اِئْتِمَاد	iktisād	اِحْسَان	iḥsān
اِخْرَاجَات	iḥrācāt	اِتْلِیْم	iklīm
اِزْأَفَت	iẓāfet	اِصْلَاح	işlāḥ

(d) Affixes and vowel harmony.

(i) In transliterating unvocalized Ottoman Turkish texts the Ottoman spelling conventions employed must be rendered. These conventions indicated a system of vowel harmony slightly different from that of Modern Turkish; e.g. even after the vowels ö/o and ü/u the vowel of many suffixes (such as 3rd person singular past of verbs and possessive pronouns) was ı (i/ı), whereas in Modern Turkish it is ü/u. Conversely, some affixes were indicated by u (ü/u) where Modern Turkish would use i/ı. The principle in the present transliteration scheme is: Follow the text if it indicates the vowel by means of a vowel letter or by a vowel sign explicitly shown in the text. If neither of these indications of vowel

is given, vocalise as in Modern Turkish.

(ii) Turkish suffixes or infixes are attached directly to words, without hyphens.

گتدم	gitdim	اوغلى	oğl ²³
گوردم	gördüm	ارلر	erler
گلدوگ	geldün	کتابلرم	kitāblarım
بیلور	bilür	کتابلرم	kitāblarım
آلدوق	alduq	اونگ	onuñ
آلدیق	aldık	آنک	anıñ
آلدق	aldık	آنوگ	anuñ
گوردی	gördi	عقللو	caqlılu
یادی	yapdı	عقللی	caqlılı
صاتب	şatub	آنقرده	Ankarada
ویروب	verüb	وزیره	vezire
گلدوگی	geldügi	جامه	cāma (in dative)
گلدیگی	geldigi	بندن	benden
گوزی	gözi	جاندن	cāndan
قلمی	kalemi	تورکجه	Türkce
قلميله	kalemiile	اوزجه	uzunca

Non-Turkish Elements in Ottoman Turkish

9. Arabic and Persian elements, whether individual words, phrases or complete sentences, are rendered in accordance with this transliteration scheme and not according to the transliteration schemes for Arabic and Persian. Where necessary, references from the forms according to these schemes should be made.
10. Final inflections of Arabic words in complete Arabic phrases are retained in transliteration except in pausal forms.

الى يومنا هذا
الله اعلم

ilā yevminā hāzā
Allāhū a^clem

11. Vaşle, etc. (Cf. rules 16 and 12)

(a) In cases of vaşle with the Arabic article ال, and where the word الله occurs as a mużāf ileyh (but not in a compound personal name [see rule 17c]), the final vowel inflection of the first element is joined to the beginning of the second element.

دار العلم	dār ü'l- ^c ulūm
فی فضائل الايات	fī faẓā'il il-āyāt
رسول الله	Resūl Ullāh

(b) When, in such cases, a long vowel precedes the article ال before a "moon"²⁴ letter or الله, the beginning of the second element is transliterated 'l.

ابو الحسن	Ebū 'l-Ḥasan
الى الله	ilā 'llāh

(c) When the conjunction و precedes ال the combination is transliterated ve 'l-, with a "moon" letter, and ve ' + sun letter with a "sun" letter.

والقمر والشمس. ve 'l-ḳamer ve 'ş-şems.

12. الله in Arabic phrases.

(a) When the divine name الله is combined in the original script with a prefix, both are transliterated as one word.

الحمد لله el-ḥamdü lillāh

(b) In the following cases, even when الله is written separately, it is transliterated as one word with the element(s) preceding.

(i) بسم الله الرحمن الرحيم bismillāh
ir-Raḥmān ir-Raḥīm

(ii) In personal names (See rule 17(c)).

13. Other non-Turkish elements are transliterated according to the rules for Ottoman Turkish and not according to their

original spelling even if this was in the Latin alphabet. The Turkish vowels nearest to the original pronunciation are supplied in the transliteration. Macrons are used to indicate the use of ا, و, and ی for vowels.

قارت ویزیت	kārt vīzīt
شیقاغو	şīkāğō
ژون تورکلر	Jön Türkler
پیهر	Piyër

14. Tenvīn. Attach directly to the word.

(a) ‘ (nominative) if explicitly written, render ün/un

مُشَارُ الْإِلَهِ müşārün ileyh but مُشَارِ الْإِلَهِ müşār ileyh

(b) ” (accusative) whether written or implied, render en/an

نِسْبَةً nisbeten

When accusative tenvīn is not written following an ا (elif), it is rendered ā

عَادَةً cādetā

(c) ” (genitive) if explicitly written, render in/in.

15. Teşdīd.

(a) Whether written or implied, teşdīd is indicated by doubling the letter concerned.

مُنْجِم mūneccim
فَن fenn

(b) Final ی is rendered ī (See rule 2, Table of Vowels)

(c) The endings ی and یت are rendered īye and īyet

(d) For teşdīd on "sun" letters following the Arabic article ال, see rule 16 (a) (ii)

16. The Arabic article ال. To be transliterated invariably in lower case.

(a) When "initial".

(i) if followed by a "moon" letter, transliterate el, hyphenating to the following element.

الحق	el-ḥakḥ
الآن	el-ān
الحسين	el-Ḥuseyn

(ii) if followed by a "sun" letter, transliterate e followed by the first letter of the next element, and that followed by a hyphen.

الترجمان	et-tercümān
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(b) When "medial" (i.e. not initial and not following an Arabic preposition governing the genitive)

(i) if followed by a "moon" letter, transliterate ül (never ul)

حديقة الوزراء	Ḥadīkat ü-l-vüzerā
ابن الاثير	ibn ü-l-Esīr

(ii) if followed by a "sun" letter, transliterate ü (never u), followed by the first letter of the next word and that followed by a hyphen.

تاج التواريخ	Tāc üt-tēvārīḥ
التحفة الزكية	et-Tuhfet üz-zekiye
شيخ الاسلام	Şeyḥ ü-l-İslām
دار الشفا	Dār üş-şifā
فخر النساء	Faḥr ün-Nisā

(c) When following (though not immediately) Arabic prepositions governing the genitive case (ilā, fi, ni),

من min, عن ʿan, بـ bi-, لـ li-, etc.)

(i) if followed by a "moon" letter, transliterate il-

تُحْفَةُ الْكِبَارِ فِي أَسْفَارِ الْبَحَارِ Tuḥfet ʿul-kibār fī esfār il-biḥār

(ii) if followed by a "sun" letter, transliterate i followed by the first letter of the next word, and that followed by a hyphen

وَسِيلَةُ الْوُصُولِ إِلَى مُحَابَبَةِ الرَّسُولِ Vesīlet ʿul-vuṣūl ilā muḥabbet ir-Resūl

(d) When the article ال is immediately preceded by an Arabic inseparable preposition ending in a vowel, both are written as one word, followed by a hyphen.

بِالْفَرْضِ	bil-farḡ
بِالذَّاتِ	biz-zāt
لِلتَّدْقِيقِ	lit-tedkīk

(e) (i) When the article ال with a "moon" letter is immediately preceded by a long vowel, it is written ʾl.

أَنَا الْحَقُّ	enā ʾl-Ḥaqq
أَبُو الْحَسَنِ	Ebū ʾl-Ḥasan
إِلَى الْآنَ	ilā ʾl-ān
فِي الْحَالِ	fī ʾl-hāl

(ii) When the article ال with a "sun" letter is preceded immediately by a long vowel, it is written ʾ (apostrophe) followed by the "sun" letter and a hyphen.

أَبُو السَّعْدِ	Ebū ʾs-Suʿūd
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(f) When the article ال immediately follows the conjunction و : see rule 11(c).

17. The Arabic article ال in compound personal names.

Compound names containing the Arabic article ال follow the regular rules except in the following cases, when they are written as one word without hyphens.²⁵

(a) عبد ال — Names.

(i) When the article is followed by a "moon" letter, transliterate ʿAbdūl invariably (never ʿAbdul).

عبد الباقي	ʿAbdūlbākī
عبد الحميد	ʿAbdūlḥamīd

For عبد الله see Rule 17(c).

(ii) When the article is followed by a "sun" letter, transliterate ʿAbdū invariably (never ʿAbdu), followed by the "sun" letter and the other element.

عبد الرحمن، عبد الرحمان	ʿAbdūrrahmān
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(b) الدين — Names.

Transliterate eddīn invariably.

نصر الدين	Nasreddīn
صباح الدين	Ṣabāheddīn

(c) الله Names.

Transliterate ullāh invariably.

عبد الله	ʿAbdullāh
خير الله	Ḥayrullāh

18. Persian izāfet.

(a) Persian izāfet is usually implied rather than written — in Ottoman Turkish texts. It is to be rendered i/1, and attached by a hyphen to the preceeding word.

گلشن خلفا	Gülşen-i ḥulefā
تشکیلات عتیقه	Teşkilāt-ı ʿatīqa

(b) After words ending in **ا** (elif), **ه**, **و** or **ی** it is sometimes expressed by **ـ** (hemze) and is then transliterated -i/-ı. If no hemze is written, no apostrophe appears in the transliteration.

اداره صحت	idāre-'i şıhhat
اداره صحت	idāre-i şıhhat

(c) After words ending in **ا** (elif), or **و** it is sometimes expressed by **ی** and is then transliterated -yı.

روی زمین	rū-yı zemīn
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19. Mixed constructions.

Where a word is a compound of Arabic and/or Persian combined with Turkish elements, each element follows its own rules with regard to macrons.

باشوکیل	başvekīl
مجموعه	mecmū'ası
معارف وکالتی	Ma'ārif Vekāleti

20. محمد and derivatives.

(a) For the Prophet of Islam, and words derived from his name, transliterate Muḥammed.

محمدیه	Muḥammedīye
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(b) Others: Mehmed

21. Capitalization.

(a) Rules for the capitalization of English are followed.

(b) The Arabic article **ال** is transliterated in lower case invariably.

(c) Titles are capitalized only when they occur with personal names.

مدحت پاشا	Midhat Paşa
عالی اندی	°Alī Efendi

(d) In words beginning with ا (elif) or ع (ʿayn) the first vowel following is capitalized instead.

(e) In Arabic compound personal names, the second element other than ال is also capitalized (except as provided in rule 17).

ابو الحسن Ebū 'l-Ḥasan

22. Word Division.

(a) Follow the word division of the original orthography in the text being transliterated (except as otherwise provided for in the rule for Turkish affixes (rule 8(d)(ii); the rules for Arabic compound names (rule 17); and in the rules for Hyphenation (rule 23) and Standardized Headings (rule 24)).

کتاب خانہ kütüb hāne

کتابخانہ kütübḥāne

(b) The letters و، ز، ر، ن، د، ا and final ه or ة cannot be joined to the following letter when the first element of a compound word ends in one of them; the size of the space determines whether or not the compound is to be transliterated as one word.

دوه قوشى devekuşı

دوه قوشى deve kuşı

23. Hyphenation.

The hyphen is used to connect

(a) the Arabic article ال to what follows (See rule 16(a))

(b) the Persian izāfet to the first element (See rule 18)

(c) Arabic and Persian inseparable prefixes to what follows.

بلا	bi-lā
لاهل	li-ehl
بتو	bi-tū

(d) Persian separable prefixes, when written separately, to what follows.

بی ونا	bī-vefā	(but بیونا bīvefā)
نا مردان	nā-merdān	(but نامردان nāmerdān)
هم شهری	hem-şehrī	(but همشهری hemşehrī)

Hyphens are not used to link the elements of other compound words.

قیزیل باش	kızıl baş	قیزیلباش kızılbaş
آق صقال	ağ şaḡal	آقصقال ağşāḡal
عالم پناه	‘ālem penāh	عالمپناه ‘ālempenāh
قانون نامه	ḡānūn nāme	قانوننامه ḡānūnnāme
نوعی زاده	Nev‘ī zāde	نوعیزاده Nev‘īzāde
جهان دیده	cihān dīde	جهاندیده cihāndīde

24. Standardized headings.

In the transliteration of a text, the principle of following the text is adhered to. However, owing to irregularities in the Ottoman orthographic tradition itself in the treatment of compounds, variant forms of even common endings or groupings occur. When a standard form is required, particularly in entry headings of library catalogs or in bibliographic work:

(a) if the compound consists of independent elements juxtaposed, then the whole compound written as one word is adopted as standard for this purpose.

دستور نامه ، دستورنامه	Dūstūr-nāme
سامی پاشا زاده	Sāmīpaşazāde
طوبخانه ، طوپخانه	Ṭophāne

The Turkish اوغلی is to be rendered invariably as oğlu attached without a hyphen to the preceeding element.²⁶

يازيجی اوغلی Yazıcıoğlu

آيدین اوغلی Aydınoğlu

(b) if the compound consists of two words in Persian izāfet, the izāfet is to be rendered invariably as -i/ı.

خزینہ اوراق ، خزینہ اوراق Hazîne-i Evrāk

ادارہ صحت ، اداره صحت İdāre-i Şıḥḥat

علماء اسلام ، علمای اسلام ʿUlemā-ı İslām

25. Abbreviations.

Abbreviations are transliterated letter by letter as they stand. Where necessary the abbreviation is spelled out in full afterwards in square brackets.

الخ ilh [ilā āḫırıh]

ا، Ah [Allāh]

26. Parentheses.

When single or double parentheses are used to indicate quotations, headings or titles, rather than parenthetical matter, use quotation marks or italics instead of parentheses in transliteration.

سامی بگن (قاموس ترکی) Sāmī Begiñ "Kāmūs-ı Türkî"si

Sāmī Begiñ Kāmūs-ı Türkîsi

27. Some differences between the transliteration of Ottoman Turkish and orthographic conventions common in Modern Turkish (MT).

(a) Circumflex of MT is not used.
For long vowels macrons are used.

صمیمی şamīmī (MT şamimî)

Palatalization is not indicated.

لطف	·luṭf (MT lûṭuf)
کاتب	kâtib (MT kâtip)

(b) Unvoicing of final consonant of a syllable, making b into p, d into t, ḡ into ç, ḡ into k, irregularly observed in MT, is not shown.

احمد	Ahmed (MT Ahmet)	نصرددين	Nasreddin (MT
گوروب	görüḡ (MT görüp)		Nasrettin, Nasreddin)
راج	revāc (MT revaç)	طب	tıbb (MT tıp)

(c) ض , sometimes d in MT, is invariably z.

قاضی	kāzī (MT kadı)
ضربخانه	zərbhāne (MT darphane, darpane)

(d) Softening of k, ḡ and ḡ into ğ or y between vowels, standard in MT, is not indicated.

گیتمه	gitmeḡe (MT gitmeḡe, gitmeye)
اغا	aḡa (MT aḡa)

(e) ط , sometimes d in MT, is invariably t.

طاغ	ṭaḡ (MT daḡ)
اوطه	oṭa (MT oda)
طورمق	turmaḡ (MT durmak)

(f) After ف a و sometimes becomes f in MT, but remains v in transliteration.

عفو ایتmek	ʿafv etmek (MT affetmek)
صفت	Safvet (MT Saffet)

(g) Vowel harmony. The MT system is somewhat different from Ottoman. The latter is followed when indicated by the spelling (See rule 8).

بر	berü (MT beri)
ایچون	içün (MT için)
سوزی	sözi (MT sözü)
مدیر	müdîr (MT müdür)

(h) Regressive vowel harmony, sometimes occurring in MT in commonly used loan-words from Arabic and Persian, is not observed when this is contrary to the usual rules. (See Rule 5(c)).

زمان	zemān (MT zaman)	حرمت	hurmet (MT hürmet, hürmet)
خطاب	hıtāb (MT hitap)	حریت	hurriyet (MT hürriyet)
منتظم	müntezam (MT muntazam)	حکومت	hukümet (MT hükümet)
تمام	temām (MT tamam)	جمهوریت	cūmhūrīyet (MT cumhuriyet, cumhuriyyet)

Exception: لفظ lafz

Progressive vowel harmony is not observed in similar circumstances. (See Rule 5(b)).

آدم ādem (MT adam)

Exceptions: قدر kader "fate", but kadar "quantity" and "until"; طرف taraf; عرب^c Arab; حسن Hasan.

(i) Furtive vowels are not inserted between two final vowelless consonants, as in MT.

دور devr (MT devir)

(j) Word division: MT often joins separate elements, especially nouns, with the auxiliary verbs etmek and olmak

صرف ایتmek sarf etmek (MT sarfetmek)

(k) Doubled final consonant is often reduced to a single consonant in MT

فن fenn (MT fen)

(1) Arabic ending يَت، يَه is rendered īye, īyet (MT īye(t), īyye(t)) (rule 15(c)).

(m) Turkicisation of loan words only if Ottoman spelling indicates this.

غيب ايتك	ğayb etmek (MT kaybetmek)
قايب ايتك	kayb etmek (MT kaybetmek)

(n) Words linked in izāfet, often combined into a single word in MT, are kept separate.

تاج التواريخ	Tāc ūt-tevārīh (MT Tacüttevarih)
باب عالي	Bāb-ı cĀlī (MT Babıali, Babı Ali)
بالذات	biz-zāt (MT bizzat)
اصول املا	uṣūl-i. imlā (MT usulü imlâ)

(o) Apostrophe, sometimes used in MT to separate a word (especially a proper noun) from its suffix, is not used.

آنقرده	Ankarada (MT Ankara'da)
احمدن	Ahmediñ (MT Ahmed'in)

Footnotes

- (1) See Tables of Vowels and Diphthongs, rules 2-5.
- (2) Never g or ğ, although these are used in Modern Turkish.
- (3) Between vowels frequently becomes g in Turkish words, but not ğ as in Modern Turkish. (In this scheme "Turkish words" means words of Turkic origin, as opposed to Arabic and Persian loan-words).
- (4) Frequently written ك or ك , without distinguishing upper stroke.
- (5) Frequently written ك or ك , without distinguishing superposed three dots.
- (6) Including the "silent" خواب : و hvāb.
- (7) For other values of و , ه and ی see rules 2, 4, 5 and 7. As final ه or ه' (tā merbūṭa) see rules 4 and 6.
- (8) When ' (hemze) rests on non-initial ا (elif) or on و or on undotted ه as "bearer", these "bearers" are not transliterated.

سأله	سأله	mes'ele	
مؤمن	مؤمن	mū'min	
رئيس	رئيس	re'īs	
تاريخ	تاريخ	ta'rīḥ	but تاريخ tā'rīḥ.

When ' (hemze) rests on or under initial ا (elif), it is not indicated.

ألحق el-ḥakḥ

- (9) In Modern Turkish (MT) the circumflex ˆ is sometimes used to indicate length and/or palatalisation

samimî, kâtip, lûtfen

The circumflex is not used in this transliteration scheme.

- (10) In many transliterations the macron replaces the dot of the i (ī) but in scholarly transliterations in Modern Turkey ī is generally used.
- (11) These vowels are generally implied rather than written explicitly in Ottoman texts. The vowels to the left of the slant in this scheme are for use with "front" consonants and vowels, those on the right for use with "back" consonants and vowels. See rule 8.
- (12) Capital i is written İ, capital ı is written I (without dot).
- (13) ö/o particularly in the first syllable of Turkish words. Initial ʕ (ʕayn-ẓamme) in Arabic loan words is transliterated ʕu even in the few words where Modern Turkish uses ö: ömür, örf, öşür and their derivatives.

Exceptions: عثمان Osmān, عمر ʕÖmer

- (14) "Turkish words" excludes Arabic or Persian loan words still in their original spelling.
- (15) Rarely, medial ı is used with a "front" vowel. This is most common with the present participle and the negative vowel infix me, and in poetry to lengthen a short vowel (imāle). In such cases transliterate ē

گلان	gelēn
گلمادی	gelmēdi

- (16) When used "medially" to indicate the vowels e or a (especially in late 19th and 20th century orthography).

دنیلیر	dēnilir	گیدەرك	gidērek
آله جق	alācaḡ	گه لم	gelēlim
اله مان	elēman (=element)	جهنتیلین	cēntilmen
ژنه و	Jenēv (=Genève)		

When a final هـ is followed by a regular suffix such as a case ending or ci, lik, etc., it is not considered a medial in this context and therefore follows rule 6.

kahveci nereden ortalık
قهوه‌چی نرەدن اورتالیک
(not kahvēci, nerēden, ortālīk).

- (17) Note: Final هـ in a monosyllabic word or as final element of a compound is transliterated i

ki çünkü sanki
که چونکه سانکه

- (18) When the letter preceding هـ or ی has a ـ implied, this represents the diphthong ey/ay.

- (19) In a limited number of historical spellings, this orthography indicates a closed e. The most common of these include

demek etmek vermek
دیمک ایتmek ویرmek
ermek yemek yer
ایرmek ییمک یر

and their derivatives.

- (20) Since و is treated as consonantal v at the end of a syllable, وـ is ev/ay and not a diphthong aw as in Arabic and Persian.
- (21) Such cases are the conventional spelling ساتدی satdı and طرتدی tutdı instead of صاطدی and طوطدی. The use of ط and ص at the beginning of these words indicates that the ت is not here a "front" consonant.
- (22) This may at times produce a "hybrid" Turkish, showing some words with Ottoman conventional vowels and some with the vowel system of Modern Turkish. But it must be emphasized that this transliteration scheme does not attempt to be a phonetically accurate expression of Turkish pronunciation at any period.

(23) Except in standardized forms of names used as entry headings, etc. See rule 24.

(24) The Arabic letters are divided into two groups:

"Sun" letters:

ن، ل، ظ، ط، ض، ص، ش، س، ز، ر، ذ، د، ث، ت

"Moon" letters: All other letters.

The *J* of the article is "assimilated" to a following "sun" letter i.e. the first letter of the following element replaces the *J* in the transliteration and in pronunciation.

الشَّمس eṣ-ṣems

(25) This departure from the principle of following the original word division is a concession to the invariable usage of Modern Turkish. References should, of course, be made to the regular forms as set out in rule 16: ül- with "moon" letters, ü followed by sun letter and hyphen with "sun" letters, and the first letter of the second element capitalized (rule 21(e)). Other references should be made as necessary e.g. °Abd ü1-Bākī, °Abd el-Bākī, °Abd al-Bākī, °Abd ür-Rahmān, °Abd ul-Rahmān, °Abd al-Rahmān, °Abd Allāh, etc.

(26) In the body of a text, however, it is rendered regularly as oğl1. (See rule 8(c)(ii)).

APPENDIX II

BIRNBAUM'S RULES FOR AUTHOR ENTRY FOR TURKISH NAMES IN LIBRARY CATALOGUING AND ALPHABETICAL LISTINGS

RULES FOR AUTHOR* ENTRY OF TURKISH NAMES IN LIBRARY
CATALOGUING AND ALPHABETICAL LISTING

A. MODERN TURKISH NAMES.

1. Authors whose main literary work has appeared since 1935¹ in the "modern Turkish" (Latin) alphabet² are entered under their official surnames (*soyadı*), followed by their other names, in the form in which they commonly appear on the title pages of their books.

Karal, Enver Ziya.

Refer from their pre-1935 names if they published before that date.

* Where names of persons who are not authors are referred to, substitute "person" or "personal" throughout these rules.

¹ A Turkish law dated December 14, 1934, required the head of every family to select and register a surname (*soyadı*) between January 2, 1935, and July 2, 1936. See the Turkish Official Gazette (*Resmî Gazete*) para. 2891 of December 27, 1934, p. 4589-4591.

² A modified Latin alphabet was introduced in November 1928 and officially replaced the Arabic script for Turkish.

Ünaydın, Ruşen Eşref, 1892-1959.

Refer from

Eşref, Ruşen.

Ruşen Eşref.

Pâkalın, Mehmet Zeki, 1886-

Refer from

Zeki, Mehmed.

Mehmed Zeki.

2. Modern Turkish authors who consistently do not use their official surnames (as indicated by title-pages) are entered under the last element, in inverted form. Refer from the official surname and from the name as found in uninverted form.

Faik, Sait, 1907-1954.

Refer from

Abasıyanık, Sait Faik.

Sait Faik.

Veli, Orhan, 1914-1950.

Refer from
Kanık, Orhan Veli.
Orhan Veli.

3. When a modern Turkish author's habitual spelling of his name (as indicated by title-pages) is consistently at variance with the official rules of modern Turkish spelling, his own practice is followed.³
4. When a modern Turkish author's spelling of his name (as indicated by title-pages) is inconsistent, use the form nearest to the official rules of modern Turkish spelling. Make references from variant forms.

B. OTTOMAN TURKISH NAMES.

5. Orthography

Names of authors writing mainly before 1928⁴ should be transliterated in accordance with the Library's Ottoman Turkish Transliteration scheme.

General Statements

6. Enter the name of an author under that part of it by which the author is best known,⁵ whether it be an original or an assumed name. This entry name may also be the *maḥlaṣ* or *taḥalluṣ*⁶ ("pen. name") and certain names containing the Arabic, Persian or Turkish word for "son" (*ibn*, *zāde*, *oglu*)⁷ when these have come to constitute a kind of surname.
7. Names other than those of the type mentioned in rule 6 often consist of two or more Islamic names juxtaposed, some of which may be given names, father's names, assumed or adopted names, etc. Usage varies greatly as to which is "best known." In order to assure consistent choice of entry, the fol-

³ Variants are particularly frequent in the rendering of Ottoman words in which a syllable ends in *b*, *c* or *d*, as well as when these letters occur in certain other positions. According to the modern Turkish spelling rules, in such cases these are to be rendered *p*, *ç*, *t*. These rules are partially or totally disregarded by many modern Turkish writers. Thus one very frequently encounters parallel forms such as *Edib/Edip*, *Mahmud/Mahmut*.

⁴ Cf. note 2.

⁵ As interpreted below, rule 7 and rules 11 ff.

⁶ See below, rule 16.

⁷ See below, rules 17 and 18.

lowing rule of thumb is to be applied: the entry word shall basically be the final element (plus certain titles such as *Paşa*). The interpretation of this rule is given below (rules 11-15). The special cases of names of the *maḥlaṣ* and *zāde* types and those with "preceding qualifiers" are discussed in special rules, below (especially 16-19).

8. Give dates of birth and death where possible.
9. Give ample references from forms which are possible but not adopted, including always the uninverted forms of names, which in accordance with these rules are entered in inverted form.
10. *Punctuation and Order of Entry* (of such items as are applicable). Entry word(s), (comma), personal names, (comma), other designations, (comma), dates (period).
11. When an author's name consists only of two or more Islamic names (whether his original given names or not), enter under the last element in inverted form.⁸

Seyfeddīn, 'Ömer, 1884-1920.

Refer from

'Ömer Seyfeddīn.

Ömer Seyfettin.

Şeref, 'Abdurrahmān, 1835-1925.

Refer from

'Abdurrahmān Şeref.

'Abdurrahmān Şeref.

Râsim, Ahmed, 1864-1932.

Refer from

Ahmed Râsim.

Nür, Rızâ, 1879-1943.

Refer from

Rızâ Nür.

Tevfik, Ebüzziyâ, 1849-1913.

Refer from

Ebüzziyâ Tevfik.

12. When an author consistently uses only some of his names, his own habitual choice is followed.

⁸ Cf. *Anglo-American Cataloging Rules*, prepared by the American Library Association, the Library of Congress, the [British] Library Association and the Canadian Library Association. North American text. Chicago, American Library Association, 1967. See especially rule 46A.

Fikret, Tevfîk, 1870-1915.

Refer from

Fikret, Mehmed Tevfîk.

Tevfîk Fikret.

Mehmed Tevfîk Fikret.

Kemâl, Nâmîk, 1840-1888.

Refer from

Nâmîk Kemâl.

Mehmed Nâmîk Kemâl.

13. Authors whose main literary activity occurred before 1935, although they remained alive after that date, are most widely known without their new surnames, and are therefore entered under the last element of their name excluding the surname. Refer from the surname.

Edhem, Halîl, 1861-1938.

Refer from

Eldem, Halil Edhem.

Halîl Edhem.

Halil Etem.

Halil Ethem.

‘Âşım, Necîb, 1861-1935.

Refer from

Necîb ‘Âşım.

Necip Asım.

Bâlhasanoğlu, Necîb ‘Âşım.

Yazıksız, Necip Asım.

Hâmid, ‘Abdülhak̄k, 1852-1937.

Refer from

Tarhan, Abdülhak̄ Hâmit.

‘Abdülhak̄k Hâmid.

Hâmit, Abdülhak̄.

In case of doubt, enter under the surname.

14. Titles

Retain titles which *follow* the final element of Ottoman names, except Bey, Efendi and Hanım, which are omitted.

Midhat Paşa, Ahmed, 1822-1884.

Refer from

Ahmed Midhat Paşa.

Ahmed Şefîk Midhat Paşa.

Vefîk Paşa, Ahmed, 1823-1891.

Refer from

Ahmed Vefîk Paşa.

Ziyâ Paşa, ‘Abdülhamîd, 1825-1880.

Evliyâ Çelebi, 1611-1681.

Gâlib Dede, 1757-1798.

‘İzzet Molla, 1785-1829.

Pîrî Reîs, d. 1554.

15. When a title precedes a name and is used as an author's distinctive designation, it is treated as if it were a personal name.
Nâcî, Mu'allim, 1850-1893.

Refer from

Mu'allim Nâcî.

Nâcî, ‘Ömer.

‘Ömer Nâcî.

16. *Maḥlaş* or *Taḥalluş* ("Pen name")
An author famous under a *maḥlaş* should be entered under it. Refer from his given name(s).

Nedîm, 1681?-1730.

Refer from

Nedîm, Ahmed.

Ahmed Nedîm.

‘Âlî, 1531-1599.

Refer from

‘Âlî, Muşafâ.

Muşafâ ‘Âlî.

Nefî, 1572-1635.

Refer from

Nefî, ‘Ömer.

‘Ömer Nefî.

17. Names ending in *oğlu* and *zâde*

(a) When an author is famous under a name ending in either of these suffixes, and it is to be the entry word, it is to be written *in one word with the preceding element** and followed by a comma invariably.

* This rule is designed to achieve standardization of headings. (Cf. rule 24 of my *Ottoman Turkish Transliteration Scheme* in *JAOS*, vol. 87.2 (1967), p. 148. In the original script these suffixes may be written either separately or together with the preceding element. In places other than the entry word, the normal transliteration of the text in hand is followed.

سولاق زادہ Solak zâde but سولاقزادہ Solakzâde
Similarly, as an entry word, the standardized form Yazıcıoğlu, but in other situations transliterate the text in hand. یازıcı اوغلی Yazıcı oğlu.

Also in the interest of standardized headings, separate elements which combine to form a *zâde* or *oğlu* type of name are written in the heading as one word, without hyphens or internal capitalization.

‘Karaçelebizâde (not ‘Kara Çelebi zâde, etc.)

‘Âşıkpaşazâde (not ‘Âşık Paşa-zâde, etc.).

Şolakzâde, Mehmed Hemdemî, d. 1658.

Refer from

Hemdemî, Mehmed, Şolakzâde.

Mehmed Hemdemî Şolakzâde.

Mehmed Şolakzâde.

‘Aşıkpaşazâde, Ahmed, 15th cent.

Karaçelebizâde, ‘Abdül’azîz, 1591-1658.

Refer from

‘Abdül’azîz Karaçelebizâde.

Yazıcıoğlu, ‘Alî.

Refer from

‘Alî Yazıcıoğlu.

(b) When an author is famous under two names, one of which ends in *zâde* or *oğlu* and the other does not (in which case it is frequently a *maḥlaş*) enter under the latter, but add the *zâde* or *oğlu* name at the end.¹⁰

‘Atâ, Ahmed Atâ’ullâh, Tayyârzâde, 1810-1877.

Refer from

Tayyârzâde, Ahmed ‘Atâ.

Ahmed ‘Atâ, Tayyârzâde.

Ekrem, Maḥmūd, Recâ’îzâde, 1846-1913.

Refer from

Recâ’îzâde, Maḥmūd Ekrem.

Maḥmūd Ekrem, Recâ’îzâde.

‘Atâ’î, Atâ’ullâh, Nev’îzâde, d. 1634 or 1635.

Refer from

Nev’îzâde, ‘Atâ’î.

Atayî, Nevizade.

18. Authors whose names consist only of a given name, the Arabic word *ibn* and father’s name, are so entered.

¹⁰ In such cases the *zâde* or *oğlu* name usually indicates the author’s father, whereas in rule 17(a), the reference is more often (though not always) to a remoter ancestor.

Mehmed ibn Mehmed, d. 1640.

19. “*Preceding qualifiers.*”

When an author’s name or official title is generally preceded by a qualifying adjective or noun (especially to distinguish the bearers of such common names as Muştafâ, Mehmed and Hasan, or of certain official titles, from one another) enter under the preceding qualifier, followed by the name or official title. Refer from the form with the qualifier at the end.

Kara Muştafâ Paşa, 1634-1683.

Refer from

Muştafâ Paşa Kara.

Muştafâ Paşa, Merzifonlu.

Merzifonlu Muştafâ Paşa.

Koca Râgıb Paşa, Mehmed.

Refer from

Râgıb Paşa, Koca.

Mehmed Râgıb Paşa.

Lâlâ Mehmed Paşa, d. 1606.

Refer from

Mehmed Paşa, Lâlâ.

Küçük Nişancı, d. 1572.

Refer from

Ramazanâde, Mehmed.

Nişancı, Küçük.

Tiryâkî Hasan Paşa, d. 1611.

Refer from

Hasan Paşa, Tiryâkî.

Baltacı Mehmed Paşa, 1660-1712.

Refer from

Mehmed Paşa, Baltacı.

20. The initials M and A are often used in the nineteenth and twentieth centuries to indicate Mehmed and Ahmed respectively.

APPENDIX III

THE QUESTIONNAIRE ON THE MANAGEMENT OF MANUSCRIPTS IN MAJOR BRITISH LIBRARIES WITH PARTICULAR REFERENCE TO OTTOMAN MANUSCRIPTS

QUESTIONNAIRE ON THE MANAGEMENT OF MANUSCRIPTS IN MAJOR BRITISH LIBRARIES WITH PARTICULAR REFERENCE TO OTTOMAN MANUSCRIPTS

LIBRARY :

CONTACT PERSON :

TELEPHONE :

A. MANUSCRIPTS: HOLDINGS AND ACCESS

A1. Approximately how many manuscripts are there of all kinds in the library?

A2. Approximately how rapidly is this collection growing? Please quantify in, say, hundreds per year.

A3. How do you acquire them? Please tick and give the proportions.

- a. By purchase ()....%
 - b. As gift ()....%
 - c. As deposit ()....%
 - d. By other means (Please briefly elaborate) ()....%
-

A4. How are manuscripts organised on the shelves in your library? Please tick.

- a. by call numbers ()
 - b. by titles ()
 - c. by authors' names ()
 - d. by the origins of the MSS ()
 - e. by languages ()
 - f. other(s) () (Please briefly elaborate).....
-

A5. How is manuscript material catalogued in the library?

- a. By card catalogue (YES/NO)

If "YES", is the catalogue:

- 1. divided ()
- 2. systematic ()
- 3. dictionary()

Is the card catalogue dedicated to manuscript material or does it include other kinds of material also? Please comment

.....

- b. Printed catalogue (YES/NO)

If "YES" is the catalogue in:

- 1. book form ()
- 2. leaf form ()

Is the printed catalogue dedicated to manuscript material or does it include other kinds of material also? Please comment

.....

c. OPAC ()

What bibliographical standards are used for the OPAC, and for manuscript material in particular ?

d. Other () (Please briefly elaborate)

(Please comment on the particular categories of manuscript addressed by each of these catalogue forms, if several types of catalogue are used) :

A6. Of the above types, which of them are currently being maintained ?

A7. Which cataloguing rules do you generally use for cataloguing forms other than the OPAC to catalogue manuscripts ? Please tick.

a. AACR1 () b. AACR2 () c. other(s) ().....

.....

A8. What is the level of the bibliographic description ? Please tick.

a. brief () b. full () c. other(s) ().....

A9. Which (if any) classification system do you use to classify manuscripts? Please tick.

a. None () b. DDC () c. LC () d. UDC () e. other(s) () (Please specify)

Is the primary purpose of such classification to assist in providing subject access through the catalogue, or at the shelves? Please comment.....

.....

A10. Which (if any) subject headings lists and/or thesauri do you use to provide subject access to manuscripts?

A11. What kinds of bibliographic tool do you use to assist manuscript cataloguing?

a. Printed () 1.....

2.....

3.....

b. Electronic information sources ()

Information networks () 1.....

2.....

3.....

CD ROMs () 1.....

2.....

3.....

A12. Which services are available for the manuscript users in the library?

Please tick.

a. microcopies () b. video-discs () c. CD-ROMs ()

d. consultation with expert staff ()

e. direct access to original manuscripts () f. other(s) () (Please

explain)

B. OTTOMAN MANUSCRIPTS: HOLDINGS AND ACCESS

B1. Approximately how many Ottoman manuscripts do you have?

B2. What are the languages of the Ottoman manuscripts you hold and their approximate proportions? Please tick and give proportion.

a.Ottoman()....% b.Arabic()....% c.Persian()....%

d. Other(s) ().....%

B3. Do you use the same rules, subject headings list, and classification system for both Western and Ottoman manuscripts ? (YES/NO)

If the answer is "NO", please explain.

B4. What do you see as the most important differences between Western

and Ottoman manuscripts at the point of cataloguing ? (*)

- a. subject matter () b. physical matter ()
- c. other(s) () (Please explain)

(*)May I telephone you for clarification or expansion, if appropriate?
(YES/NO) If "Yes" please provide telephone number

B5. What sort of expertise is particularly needed when cataloguing
Ottoman manuscripts ? Please tick appropriate options and express your
opinions as (E) for essential, (H) for highly desirable, (U) for useful, (S)
for seldom needed.

- a. expertise in languages (Arabic, Persian, Ottoman Turkish) ()
- b. expertise in eastern book making ()
- c. expertise in Islamic calligraphy ()
- d. expertise in Islamic book decoration arts ()
- e. expertise in cataloguing rules and standards ()
- f. expertise in bibliographic sources of Islamic manuscripts ()
- g. other(s) (please give details).....

B6. Please tick the options below to indicate the more major problems which you meet when you catalogue Ottoman manuscripts? Please provide your opinions as (O) for often, (S) for sometimes, (SL) for seldom.

- a. determination of authorship ()
- b. determination of the author's name, calligraphist's name, etc. ()
- c. determination of the validity of information given by the calligraphist ()
- d. unreadable calligraphy ()
- e. transliteration of the Arabic letters ()
- f. inappropriate cataloguing rules ()
- g. other(s) () (please give details).....

B7. Are there any relevant user studies of Ottoman manuscripts or other Ottoman-period material which have been undertaken by the library?

(YES/NO) If "NO" please go to question B8.

What was/were the purpose(s) of the study or studies and what were the main findings? (If no such response is convenient or possible, may I please have a photocopy of the results of such (a) survey(s)? Thank you.)

B8. Who uses Ottoman manuscripts and other Ottoman-period material in your Library ? Please give approximate numbers of visits per year starting from the biggest proportion.

- a. linguists () b. literary researchers () c. sociologists ()
- d. historians () e. archaeologists () f. art historians ()
- g. artists () h. theologians ()
- i. others ().....

B9. What are the more usual purposes of the usage in your view as you perceive them, or as you may have identified by survey ? Please tick the options as appropriate.

- a. artistic () b. literary researches ()
- c.historic researches () d.theological researches()
- e. other(s) () (Please explain).....

Thank you for your assistance.

Please return this form to:

Mehmet Emin Kucuk

Department of Information and Library Management

University of Northumbria at Newcastle

Newcastle upon Tyne NE1 8ST

Phone (091) 227 32 22

Fax (091) 227 45 72

APPENDIX IV

THE LIBRARY SURVEY QUESTIONNAIRE

KUTUPHANE ANKETİ

KUTUPHANE :
KUTUPHANECİ :
TELEFON :
ADRES :

A. MEVCUTLAR VE ERISIM

A1. Kutuphanenizde ne kadar yazma eser bulunmaktadır?

A2. Bu koleksiyon yaklasik olarak hangi hizla buyumektedir? Lutfen yillik orani belirtiniz.

A3. Yazma eserleri nasil saglamaktasiniz? Lutfen saglama yontemini yuzdesiyle birlikte belirtiniz.

a. Satin alma ()....%.... b. Bagis ()....%....

c. Derleme ()....%.... d. Diger ()....%.... Belirtiniz.....

A4. Kutuphanenizdeki yazmalar raflarda nasil duzenlenmistir?

a. Tasnif numarasina gore () b. Eser adina gore ()

c. Yazar adina gore () d. Yazmalarin orijinine gore ()

e. Dillere gore () f. Aksesyon numarasina gore ()

g. Diger(ler)i () Lutfen kisaca aciklayiniz.

A5. Katalogunuz hangi formdadir?

- a. Kart () b. Kitap () c. Demet ()
- c. Bilgisayara dayali () lutfen 6. soruya geciniz.
- d. Diger () Lutfen belirtiniz.

Bu katalogun duzeni:

1. Bolunmus () 2. Sistematik () 3. Sozluk ()

Lutfen kisaca ayrintilarini veriniz.

A6. Bilgisayara dayali katalogda hangi bibliyografik tanimlama standardi kullanilmistir?

- a. MARC () lutfen turunu (UK, US, OCLC vb.) belirtiniz.
- b. MARC-AMC () c. UNIMARC ()
- d. Diger () Lutfen aciklayiniz.

A7. Yukaridaki katalog turlerinden hangisi su anda kullanilmakta ve desteklenmektedir?

A8. Yazmalarin kataloglanmasinda hangi kataloglama kuralini kullanmaktasiniz?

- a. Yazma ve Eski Basma Eserleri Tasnif ve Fisleme Klavuzu ()
- b. AACR () c. Enstruksiyon () d. Diger () Lutfen belirtiniz.

A9. Kutuphanenizde kullanılan bibliyografik tanımlamanın düzeyi nedir?
(Soru ve seçenekler sizce anlaşılır değilse, lütfen açıklayıcı bilgi isteyiniz.)

a. Kısaltılmış () b. Ayrıntılı () c. Karma () d. Diğer () Belirtiniz

A10. Yazmaları sınıflandırırken hangi sınıflama sistemini kullanıyorsunuz?

a. Sınıflandırmıyoruz () b. DDC () c. LC () d. UDC ()

e. Diğer () Lütfen belirtiniz.

A11. Yazmalara konu erişimi sağlamak amacıyla hangi konu başlıkları listesini ve/veya gömü (tezarus) listesini kullanmaktasınız?

A12. Yazmaların kataloglanmasına yardımcı olması için hangi bibliyografik araçları kullanıyorsunuz?

a. Basılı kaynaklar () 1.....
2.....
3.....

b. Elektronik kaynaklar () Lütfen belirtiniz.

A13. Yazma kullanıcılarına aşağıdaki hizmetlerden hangilerini sunmaktasınız?

a. Mikrofilm () b. Video-disk () c. CD-ROM ()

d. Uzman kütüphaneciyle yazma hakkında mülakat ()

e. Orijinal yazmaları kullandırma () d. Diğer () Lütfen belirtiniz.

A14. Herhangi bir transliterasyon standardini kullanıyor musunuz?

(EVET/HAYIR)

Cevabiniz EVET ise, lutfen belirtiniz.

A15. Kutuphanenizdeki Osmanli donemine ait yazmalarin dilleri ve oranlari nelerdir?

- a. Osmanlica ()....%.... b. Arapca ()....%....
c. Farsca ()....%.... d. Diger ()....%....

A16. Sizce, kataloglama acisindan, Bati ve Islam yazmalari arasindaki en onemli farkliliklar nelerdir?

- a. Konu () b. Fiziksel () d. Diger () Lutfen belirtiniz.

B. PERSONEL VE UZMANLIK

B1. Kutuphanenizdeki personel sayisi nedir?

B2. Bunlardan kaci uzman katalogcudur?

B3. Asagidaki secenekleri, kataloglamadaki uzmanlik duzeyleri olarak isaretleyiniz ve bu duzeylerdeki uzman sayisini belirtiniz?

- a. Dilde uzmanlik ()
1. Arapca () 2. Osmanlica () 3. Farsca ()
b. Osmanli donemi kitap yapiminda uzmanlik ()
c. Islam kitap susleme sanatlarinda uzmanlik ()
d. AACR'de uzmanlik ()
e. Enstruksiyonda uzmanlik ()

- f. MARC'da uzmanlik ()
- g. Indekslemede uzmanlik ()
- h. Islam bilimlerinde uzmanlik ()
- i. Diger(ler)i () Lutfen belirtiniz.

B4. Personelinizin egitim duzeyi asagidakilerden hangisidir? Lutfen sayisini da belirtiniz.

- a. Kutuphanecilik () b. Dilbilimi ()
- c. Tarih () d. Ilahiyat () e. Diger () Lufen belirtiniz.

B5. Kutuphane Otomasyonunda uzman olan personeliniz var midir?

(EVET?HAYIR)

Cevabiniz EVET ise, lutfen uzmanlik duzeylerini (sertifika, diploma, pratikten yetisme gibi) belirtiniz.

B6. Islam yazmalarinin kataloglanmasinda ihtiyac duyulan uzmanliklari belirtiniz. Lutfen dusuncelerinizi (E) zorunlu, (O) sonderece onemli, (K) kullanisli, (N) nadiren ihtiyac var biciminde ifade ediniz.

- a. Dilde (Arapca, Farsca, Osmanlica) uzmanlik ()
- b. Yazma eser yapiminda uzmanlik ()
- c. Islam susleme sanatlarinda uzmanlik ()
- d. Kataloglama kurallarinda, standartlarda uzmanlik ()
- e. Yazmalara yonelik bibliyografik kayanaklarda uzmanlik ()

B7. Asagidaki secenekleri, Osmanli yazmalarini kataloglamada karsilasilan temel sorunlar olarak isaretleyiniz. Lutfen dusuncelerinizi (S) sik sik, (B) bazen, (N) nadiren biciminde ifade ediniz.

- a. Yazarlik sorumlulugunun belirlenmesi ()
- b. Muellif adi, hattat adi (kunyesi) vb. nin belirlenmesi ()
- c. Mustensih tarafindan verilen bilginin dogrulugunun belirlenmesi ()
- d. Hattin okunamamasi ()
- e. Arab harflerinin transkripsiyonundaki guclukler ()
- f. Islam yazmalarina uygun kataloglama kuralinin olmayisi ()
- g. Diger () Lutfen belirtiniz.

C. KULLANICI ARASTIRMALARI

C1. Kutuphane tarafindan yapilmis, Islam yazmalari ya da diger materyallerin kullanicilarina yonelik bir calisma var midir?

(EVET/HAYIR)

Cevabiniz HAYIR ise, lutfen soru C2'ye gidiniz.

**Yapilan calisma ya da calismalarin amaci ve temel bulgular nelerdir?
(Mumkunse bu calismanin bir kopyasini alabilir miyim?)**

Lutfen D Bolumune geciniz

C2. Yazmalari ve diger Osmanli donemine ait materyalleri, sizce, kimler kullanmaktadir? Lutfen en buyuk gruptan (1) en kucuge (2) dogru rakamlandiriniz.

- a. Dilbilimciler () b. Edebiyat arastirmacilari ()
c. Sosyologlar () d. Tarihçiler () e. Arkeologlar ()
f. Sanat tarihçileri () g. Sanatçilar ()
h. Din bilimciler () i. Diger () Lutfen belirtiniz.

C3. Sizce, kullanicilarin yazmalari kullanma amaclari nelerdir?

- a. Sanatsal () b. Edebi calismalar ()
c. Tarihsel calismalar () d. Dini calismalar ()
e. Arkeolojik calismalar () f. Sosyolojik arastirmalar ()
g. Diger () Lutfen belirtiniz.

D. YASAL VE MADDI DESTEK

D1. Yazma koleksiyonlarına ve islemlerine yönelik düzenlenmiş bir butceniz var midir?

(EVET/HAYIR)

Cevabiniz EVET ise, lutfen butcenin miktarini ve kaynagini belirtiniz.

D2. Kutuphanenizde herhangi bir bilgisayar sistemi var midir?

(EVET/HAYIR)

Cevabiniz EVET ise soru D4'e gidiniz.

D3. Kutuphanenizde bilgisayar destekli sistem gelistirilmesine yonelik calismaniz var midir?

(EVET/HAYIR)

Cevabiniz HAYIR ise soru D5'e gidiniz.

Calismalariniz ve gerekli finansal destegin boyutu ve kaynagi hakkında kisaca bilgi veriniz.

Soru D5'e geciniz.

D4. Kutuphanenizdeki yazilim ve donanim ozellikleri nelerdir?

D5. Sizin calismalarinizi, yazma ve islemlerini etkileyen mevzuat hakkında bilgi veriniz.

Yardimlariniz ici cok tesekkur ederim.

M E Kucuk

APPENDIX V

THE USER SURVEY

KULLANICI ANKETİ

Mesleğiniz :

Yazmaları kullanma amacınız:

A. BIBLIYOGRAFİK ERISİM

A1. Yazma kataloglarını taraken aşağıdaki öğelerden hangisini, hangi sıklıkla kullanmaktasınız?

- | | Sık sık | Nadiren | Hicbirzaman |
|-------------------------------------|---------|---------|-------------|
| a. Muellif adı..... | () | () | () |
| b. Eser adı..... | () | () | () |
| c. Konu..... | () | () | () |
| d. Muellif sayılabilen kişiler..... | () | () | () |
| e. Diğer..... | () | () | () |
- Lütfen belirtiniz

A2. Yukarıdakilerden başka hangi bibliyografik verileri erişim amacıyla kullanmaktasınız? Lütfen düşüncelerinizi (S) sık sık, (N) Nadiren, ve (H) hiçbirzaman olarak ifade ediniz.

- a. Hattat adı () b. Muzehhip adı () c. Mucellid adı ()
- d. Nakkas adı ()

A3. Asagidaki bilgilerden hangisinin yazma kunyelerinde yeralmasini isterdiniz? Lutfen dusunyelerinizi (S) sik sik, (N) nadiren ve (H) hicbirzaman olarak ifade ediniz.

- a. Kagidin turu () b. Hattin turu () c. Suslemenin turu ()
d. Cilt turu () e. Tezhip turu ()

A4. Orijinal hatti okuyabiliyor musunuz?

(EVET/HAYIR)

Cevabiniz HAYIR ise lufen soru A7'ye geciniz.

A5. Okumak icin belirli bir hat turunu tercih ediyor musunuz? Lutfen herbir hattin tercih sikligini belirtiniz ve asagidaki temel hatlarin versiyonlarini temel hattin icinde dusununuz.

	Sik sik	Nadiren	Hicbirzaman
Sulus.....	()	()	()
Nesih.....	()	()	()
Reyhani.....	()	()	()
Muhakkak.....	()	()	()
Tevki.....	()	()	()
Rika.....	()	()	()

A6. Hangi dili okumayi tercih etmektesiniz?

- a. Osmanlica () b. Arapca () c. Farsca ()
d. Farketmez ()

A7. Yazma kunyelerini hangi formda elde etmeyi tercih edersiniz?

- a. Modern Turkce'ye cevrilmis ()
- b. Latin harflerine donusturulmus ()
- c. Orijinal alfabelinde ()
- d. Diger () Lutfen aciklayiniz.

B. KUTUPHANE HAKKINDA

B1. Kutuphanede bulunan katalog sizin bibliyografik veri ihtiyaclarinizi karsilamakta midir?

(EVET/HAYIR)

Cevabiniz HAYIR ise, lutfen karsilastiginiz sorunlari isaretleyiniz.

- a. Hatali alfabetik siralama ()
- b. Ayni kelimelerin farkli transliterasyonuyla karsilasilmakta ()
- c. Kunyelerdeki bibliyografik veriler farkli ()
- d. Konu erisimi yok ()
- e. Konu erisimi yetersiz ()
- f. Diger () Lutfen belirtiniz.

B2. Bibliyografik verilerin disinda, yazmalar hakkında ne tur bilgilere ihtiyac duymaktasiniz?

- a. Muellif hakkında bilgi ()
- b. Hattat, mucellid, nakkas ve digerleri hakkında bilgi ()
- c. Tezhib hakkında bilgi ()
- d. Cilt hakkında bilgi ()

- e. Susleme hakkında bilgi ()
- f. Hat hakkında bilgi ()
- g. Yazmanın yazıldığı döneme ilişkin bilgi ()
- h. Yazmanın orijini hakkında bilgi ()
- i. Diğerleri () Lütfen açıklayınız.

B3. Mikrokoğrafya yazmalar sizin ihtiyaçlarınızı karşılamada uygun mudur?

(EVET/HAYIR)

Cevabınız HAYIR ise, lütfen nedenini kısaca açıklayınız.

B4. Kutuphanede yazmaları kullanmanızı güçleştiren faktörler nelerdir?

- a. Kutuphanede katalogun olmaması ()
- b. Yazmaların varlığını ortaya koyacak bibliyografik erişim araçlarının yetersiz ya da hiç olmaması ()
- c. Kutuphanede personel sayısının az olması ()
- d. Personelin kullanıcıya olan olumsuz tavırları ()
- e. Kutuphanede kalifiye personelin olmaması ()
- f. Diğerleri () Lütfen belirtiniz.

C. ENFORMASYON TEKNOLOJİSİ BECERİLERİ

C1. Evinizde ya da iş yerinizde kullandığınız bir bilgisayar var mıdır?

(EVET/HAYIR)

C2. Bilgisayar kullanimi ya da enformasyon teknolojisine yonelik her hangi bir kurs aldiniz mi?

(EVET/HAYIR)

Cevabiniz EVET ise, lutfen kurs ya da kurslarin detaylarini kisaca belirtiniz.

C3. Asagidaki bilgisayara dayali kutuphane sistemlerinden hangisini kullandiniz ya da kullanmaktasiniz?

- a. Bilgisayara dayali kutuphane katalogu (OPAC) ()**
- b. Cevrimici tarama ()**
- c. Elektronik posta (E-mail) ()**
- d. CD-ROM ()**
- e. Odunc verme ()**
- f. Hicbiri ()**

Arastirma ve sonuclariyla ilgileniyorsaniz ya da calismaya katkida bulunmayi isterseniz, lutfen adinizi, adresinizi, varsa e-mail adresinizi, telefon numaranizi ve faks numaranizi asagiya yaziniz.

Yardimlariniz icin cok tesekkur ederim.

M E Kucuk

APPENDIX VI

THE REPORT OF TUYATOK INTERVIEW

INTRODUCTION

This study enquired into the manuscript cataloguing and related works which undertaken by the TUYATOK (Turkiye Yazma-lari Toplu Katalogu-The Union Catalogue of Manuscripts in Turkey) Office in the Turkish National Library.

The aims of this report are: to provide some general information about manuscript collections and manuscript cataloguing in Turkey, and to corroborate some data and information which would be used for the research proposal.

THE INTERVIEWS

The interviews concentrated on the works of TUYATOK Office and the National Library. The questions inquired about the TUYATOK Project (its aim, background, plan, funding etc), the manuscript collections and cataloguing (size, languages, subjects, catalogues etc), the budget for the TUYATOK Office and its activities, the staff in the TUYATOK Office (educational background, expertise in cataloguing, languages, IT skills etc) and the users (professions, the problems they meet, the way of using collections).

Two interviews had been arranged with the chief librarian of the TUYATOK Office. The first was conducted at 10.00 O'Clock on the 10th of June 1993 in the Chief Librarian's office in the National Library and

took two hours. The second interview was conducted between 13.30 and 14.30 on the 17th of June 1993 in the new office of TUYATOK.

The Chief Librarian had been working on manuscript cataloguing for 17 years. According to him, and despite the re-organisation of the TUYATOK Office, there are still some structural and managerial problems in the TUYATOK. For example the Chief Librarian works for TUYATOK Office in the National Library, but the librarians' salaries are paid by the General Directorate of Libraries and the Chief Librarian's managerial post is in the General Directorate of Libraries. The National Library could not manage to transfer the posts from the General Directorate of Libraries to the National Library.

The questions which were asked during the interviews and the answers to them are listed below;

Q. What is the TUYATOK Project and its aim?

A. TUYATOK (Turkiye Yazmalari Toplu Katalogu-The Union Catalogue of Manuscripts in Turkey) is the name of the project which was established by the General Directorate of Libraries on 12th April 1978.

The project aims to manage bibliographic control of manuscript collections in Turkey and to publish a union catalogue.

Q. Could you provide me with a brief history of TUYATOK and its works?

A. As indicated in the last answer the project started on 12th April 1978 at which time the TUYATOK Office was organised and served in the General Directorate of Libraries on 22nd June 1992, the Office moved

into the National Library and was re-organised within the Library. The Mausoleum, the Presidency of Republic and the Parliament's collections were catalogued first and the catalogue published in 1979. Approximately 50,000 manuscripts were catalogued by the TUYATOK Project between 1978 and 1993 and the catalogues which include 12,000 records, were published by the General Directorate of Libraries.

Q. Why was the TUYATOK Office located in the General Directorate of Libraries at its beginning and what are the reasons for its move to, and re-organisation in, the National Library?

A. The majority of manuscript collections are held by the public libraries and government libraries. These libraries are organised under the General Directorate of Libraries and the Directorate is responsible for them. These libraries could not give the manuscripts to any library including the National Library because of the legislations and laws. On the other hand, conditions were insufficient especially in the public libraries in Anatolia for servicing manuscripts collections by such activities as cataloguing, preservation, etc. Therefore, the Directorate decided on combining all manuscript collections in public libraries in Anatolia, through the establishment of a regional manuscript library in Konya. But, the Regional Library did not, in actuality, manage to assemble these collections. The TUYATOK Office was established to catalogue these collections in the central body, because of the lack of manuscript experts in these libraries. The Directorate could not provide enough support to the Office to achieve, the aim. The outcome of this situation was that, by the agreement of the Directorate, the Turkish Ministry Culture gave this responsibility to the National Library.

Q. Who is responsible for implementation of the project now? And is there any planned work for the project?

A. The National Library. But, the Library also does not provide the support which the project needs. For example, five people work for the project under poor conditions. There is no systematic forward plan for the Office. The office just tries to complete daily works with five people.

Q. Is there any organised budget for the project? If there is, could you tell me the source of funding and the amount?

A. There is no organised budget for activities of TUYATOK Office. But all financial support is provided by the National Library budget without any special arrangement.

Q. How many people work for the TUYATOK Office? Could you give some information about the staff?

A. The Office has five staff. All of them graduates in Arabic and Persian language and literature, and between us we have proficiency in Arabic, Persian and Ottoman. Four of us are expert cataloguers.

Q. What kind of tools do you use for your activities?

A. The TUYATOK Office is located and organised in a large room in the National Library. The staff use conventional tools such as typewriters, printed bibliographies and etc. There is no computer application including word processing to support the activities in the office. But the National Library has provided a terminal which is not configured yet.

Q.Do you (the staff) have IT skills?

A.No and also we do not know anything about computers. We need training. But we think that computers are useful tools for our activities.

Q.How many manuscripts are there in Turkey?

A.There are approximately 300,000 manuscript volumes in Turkey. But, most of these volumes include more than one manuscript. Therefore, the total number of titles which should be catalogued is estimated to be around 600,000 titles.

Q. How many of them have been catalogued?

A. Approximately 50,000 manuscripts have been catalogued since 1978.

Q. Is there any catalogue or database of MSS in Turkey to serve the users and manuscript cataloguers in the National Library?

A.There is no catalogue or database or stock list or check list, except the printed bibliographies which have 12,000 citations, in the National Library to serve the users.

Q. What are the subjects of the manuscripts in Turkey?

A. The collections include all subjects, but the majority of manuscripts are in Islamic sciences. (*)

Q. Where were these collections located and organised in the library?

A.The National Library has approximately 10,000 volumes most of which are not catalogued yet. Therefore, the collections are not organised in the library nor ordered in the stores. The library keeps them in its stores. As indicated before, there is no inventory book and we do not know what we have and how valuable they are.

Q.What are the languages of the manuscripts?

A. Approximately 70% in Arabic, 20% in Ottoman and 10% in Persian. We rarely meet manuscripts in other languages.

Q.What are the methods of acquisition of these materials?

A.There are two ways to acquire these materials: purchasing and gift. The National Library, Beyazid Devlet Library, Suleymaniye Library and Konya Regional Library have been trying to collect manuscripts from the museums, the public libraries and the public since 1992. It is too difficult to say that they are successful in collecting them.

Q.How many expert cataloguers are there in Turkey?

A. I think fifteen experts. But the number of experts is not sufficient regarding the size of the collections.

Q. Who use these collections?

A. Generally, the researchers, linguists, literary researchers, Islamic scientists, sociologists, historians, archaeologists and art historians have been using the collections.

Q. Is there any project to microcopy these collections and to develop microcopy services for the users in the National Library?

A. There was a project. But, the project was interrupted by lack of funding. There are some microfilms (but a limited number) to serve users in the library.

Q. Are there any user studies which have been undertaken by the TUYATOK Office or by the National Library?

A. Unfortunately, there is no such study of manuscript users in Turkey.

Q. Could you identify the problems which you meet and could you give more detailed information about them?

A. As you know the information about author, calligraphist, binder, miniaturist, decorator and the information about calligraphy, binding, decoration, leaf and miniature are important data for cataloguing of manuscripts. But, sometimes, determination of these data is a very difficult task for the cataloguer. Sometimes, we can not find out the author's name, calligraphist's name and etc. Sometimes, the calligraphist has given wrong information and therefore, we have to check the validity of the information. Sometimes, we can not read the calligraphy. We use some Western bibliographic works like Brokelman's work and non-Western works to determine authors' names, validity of information, date of manuscripts and etc, but transliteration and pronunciation are quite

different in these tools and that makes it very sophisticated. There is no agreed standard to transliterate Arabic, Persian and Ottoman words into the Latin alphabet, but if there were it would be too difficult to use because of the pronunciation and linguistic differences. We catalogue all copies of a given manuscript in different collections. Therefore, we waste time. We need authority files. The crucial problem is the lack of cataloguing rules for our practices. AACR is not suitable cataloguing of Ottoman manuscript.

Q. Mr Bayoglu, Would you like to say anything on the subject which my questions have not touched on?

A. The new generation of librarians are not interested in the subject, but Turkey has very rich manuscript collections and these collections are not processed yet. Just cataloguing all the manuscript collections would take 500 years by the present system. On the other hand the number of rare book librarians is decreasing every year. As result of these factors, Turkish rare book librarianship needs the interest of the new generation, as well as that of researchers and administrators who are related to the subject.

CONCLUSIONS

The visit and study confirmed that the cataloguing of manuscripts is one of the crucial problems of Turkish librarianship. Although Turkey has very rich manuscript collections, the collections were only thinly catalogued and there is at present no union database or catalogue for all the manuscript collections that could serve at a national level in Turkey.

Some work had been started to catalogue and microfilm these collections at different times, but they were interrupted or not completed. The last work, the TUYATOK Project, has also met problems. These are, first of all, that there is no written plan or timetable for the TUYATOK Project. Therefore, the activities in TUYATOK Office have been going on as ordinary unscheduled, resource-driven processes rather than as supporting a planned project in the National Library, for the benefit of society at large.

Approximately 50,000 out of 600,000 manuscripts have been catalogued as at mid-1993. The catalogues include 12,000 records in 15 volumes, published by the TUYATOK Office since 1978. According to the Chief Librarian of the TUYATOK Office, cataloguing of all manuscript collections in Turkey would take 500 years by the present system. In addition to the lack of a catalogue or database or inventory books in the National Library, the collections are not ordered and organized in the storage areas of the National Library. Therefore, it is unknown what the Library has and what the value (scholarly, cultural and economic) of manuscripts in the Library is.

As mentioned earlier, there is no organized budget and no special funding for TUYATOK Office and its activities. Therefore, it is impossible to state the likelihood of continuity of funding.

The number of staff is quite insufficient in the TUYATOK Office given the size of the collections in the National Library and in Turkey as whole.

There are no computer applications packages including word processing in the Office. The staff have no IT skills and would need substantial training for any computer applications.

There have been no systematic studies of manuscript users in Turkey. Therefore, the information about usage which might guide a system design study is very limited. This may, one may conjecture, have inhibited Government support of the TUYATOK work to some extent. It is certainly a problem facing any attempt to improve bibliographical methods, given that the rationale for all bibliographical control and indeed all library work is the use of the documents addressed.

The TUYATOK Project were exists without a programme, plan earmarked funding. The project very clearly requires further support and re-organisation notwithstanding the achievements of the project to date. This evident need provided confirmation of the potential usefulness of the present study and, of course, was initially the (provisional) motivation for it.

APPENDIX VII

A COPY OF GRANTING LETTER FOR THE SURVEYS IN THE TURKISH LIBRARIES

T. C.
KÜLTÜR BAKANLIĞI
Kütüphaneler Genel Müdürlüğü

Sayı : B.16.0.KGM.0.73.00.02-612-Genel - 3264
Konu: Anket Uygulaması

Ankara
05 TEMMUZ 1994.

KONYA VALİLİĞİNE
(Kültür Müdürlüğü)

Hacettepe Üniversitesince İngiltere'de görevlendirilen Mehmet Emin KÜÇÜK Bakanlığımıza gönderdiği dilekçesinde; "Osmanlı dönemine ait yazmaların kataloglanması ve organizasyonu" konulu doktora çalışmasıyla ilgili olarak İliniz Bölge Yazma Eserler Kütüphanesi'nde, yöneticilere ve kullanıcılara anket uygulamak, kütüphane çalışanlarıyla yazma eserler ve uygulamaları üzerine görüşmeler yapmak istediğini bildirmektedir.

Adı geçenin yukarıda belirtilen kütüphaneye anket ve araştırma yapmak üzere başvurması halinde gerekli kolaylığın gösterilmesini rica ederim.

Gökçin ALPİN
Bakanlık
Genel Müdür Yardımcısı

APPENDIX VIII

EXAMPLES OF ISLAMIC CALLIGRAPHY

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

ع

أب

ع

ع

وَمَا أَرْسَلْنَاكَ إِلَّا رَحْمَةً لِّلْعَالَمِينَ

يُرْسِلُ فِي خَزَائِنِ السَّمَوَاتِ وَهُوَ خَائِمٌ السُّجُودِ • أَحْرُوسٌ ذَوَاتُ الْأَبْصَارِ •
وَاصِدْقُهُمْ • لَحْمَةٌ • وَالْيَهُودُ عِزٌّ • وَكَثْرُهُمْ عَشِيرَةٌ •
مَنْ رَأَاهُ بَدِيعَةً • وَمِنْ خَالِطِهِ مَعْرِفَةُ حَقِّهِ • يَقُولُ نَاعْتِدُ لَهَا •
قَبْلَهُ وَلَا بَعْدَهُ • صَلَاتُهُ عَلَيْهِ وَعَلَى آلِهِ وَصَحْبِهِ أَجْمَعِينَ •
كُتِبَ الْفَقِيرُ الْحَقِيرُ خَيْرًا مِنَ الْقَنُوءِ عَفَا اللَّهُ ذُنُوبَهُ آمِينَ





Enbiya Sûresi 69. Âyet (Kulnâ yâ nâru kûnî berden ve şelâmen alâ İbrâhîm) **Celî Sülûs Hat:** Dr. Hüseyin ÖKSÜZ (KONEVÎ) **Tezhib:** Sinan HİDAYETOĞLU
(1991 URFA HALİL İBRAHİM (A.S.) HAFTASI HAT YARIŞMASI'nda 2.lık Ödülü Almıştır.)

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

الْمَنْشُوحَ لَكَ صِدْرَكَ وَوَضَعْنَا

عِنْدَكَ وَزَرَكَ الَّذِي أَنْقَضَ ظَهْرَكَ

وَرَفَعْنَا لَكَ ذِكْرَكَ فَإِنْ مَعَ

الْعُسْرِ يُسْرًا إِنْ مَعَ الْعُسْرِ يُسْرًا

فَإِذَا فَرَغْتَ فَانصَبْ وَإِلَىٰ رَبِّكَ فَارْغَبْ

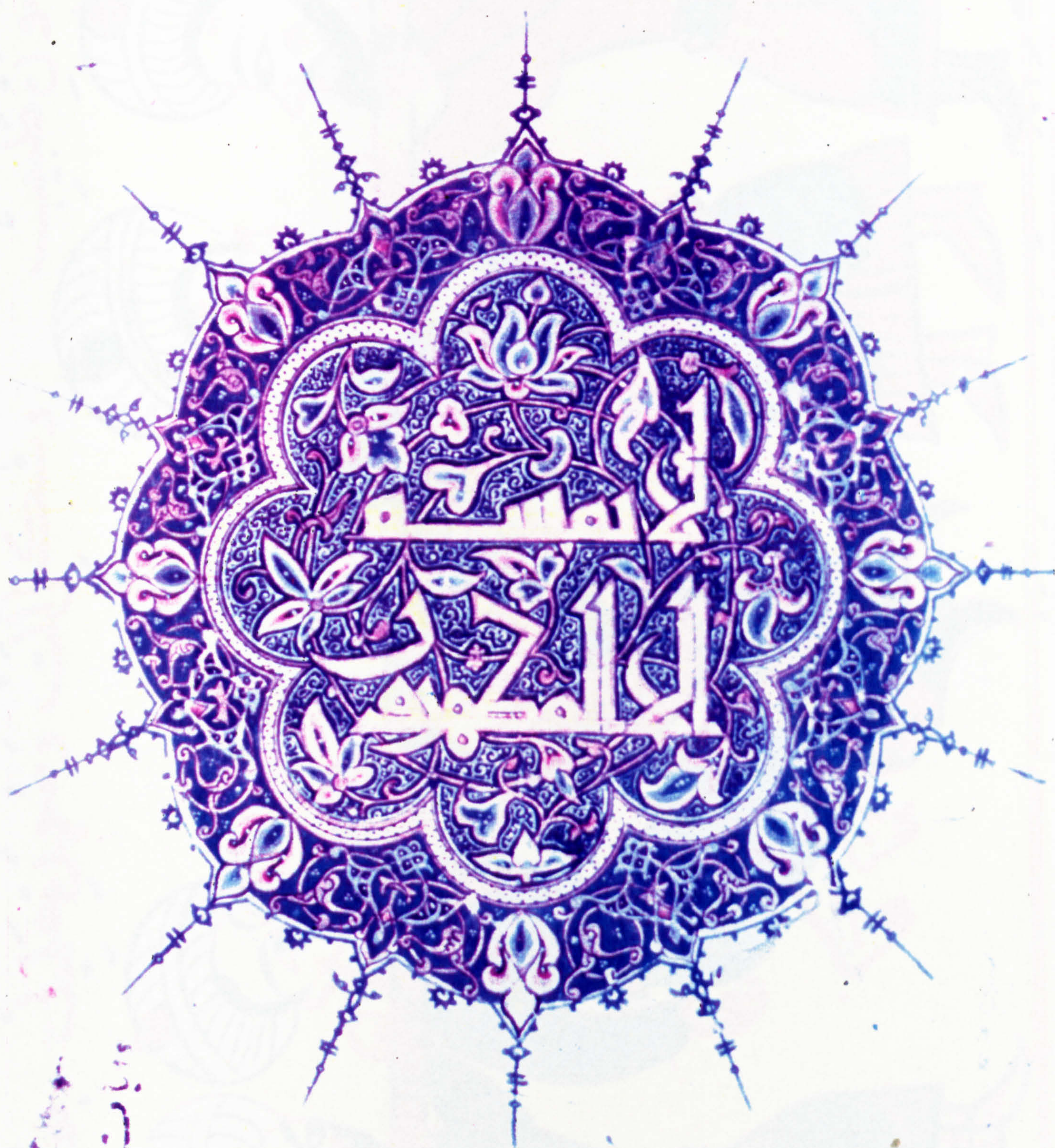
كُتِبَ الْفَقِيرُ الْمَذْنُوبُ جَسِينُ الْقُنُوتِ سَنَةً



Zümer Sûresi 53. Âyet (Lâ taknetû min rahmetillâh) Celi Ta'lik Hat: Dr. Hüseyin ÖKSÜZ (KONEVî) Tezhib: Sinan HİDAYETOĞLU

APPENDIX IX

EXAMPLES OF ISLAMIC BOOK ILLUSTRATION



صَوْنِ طَبِيبٍ

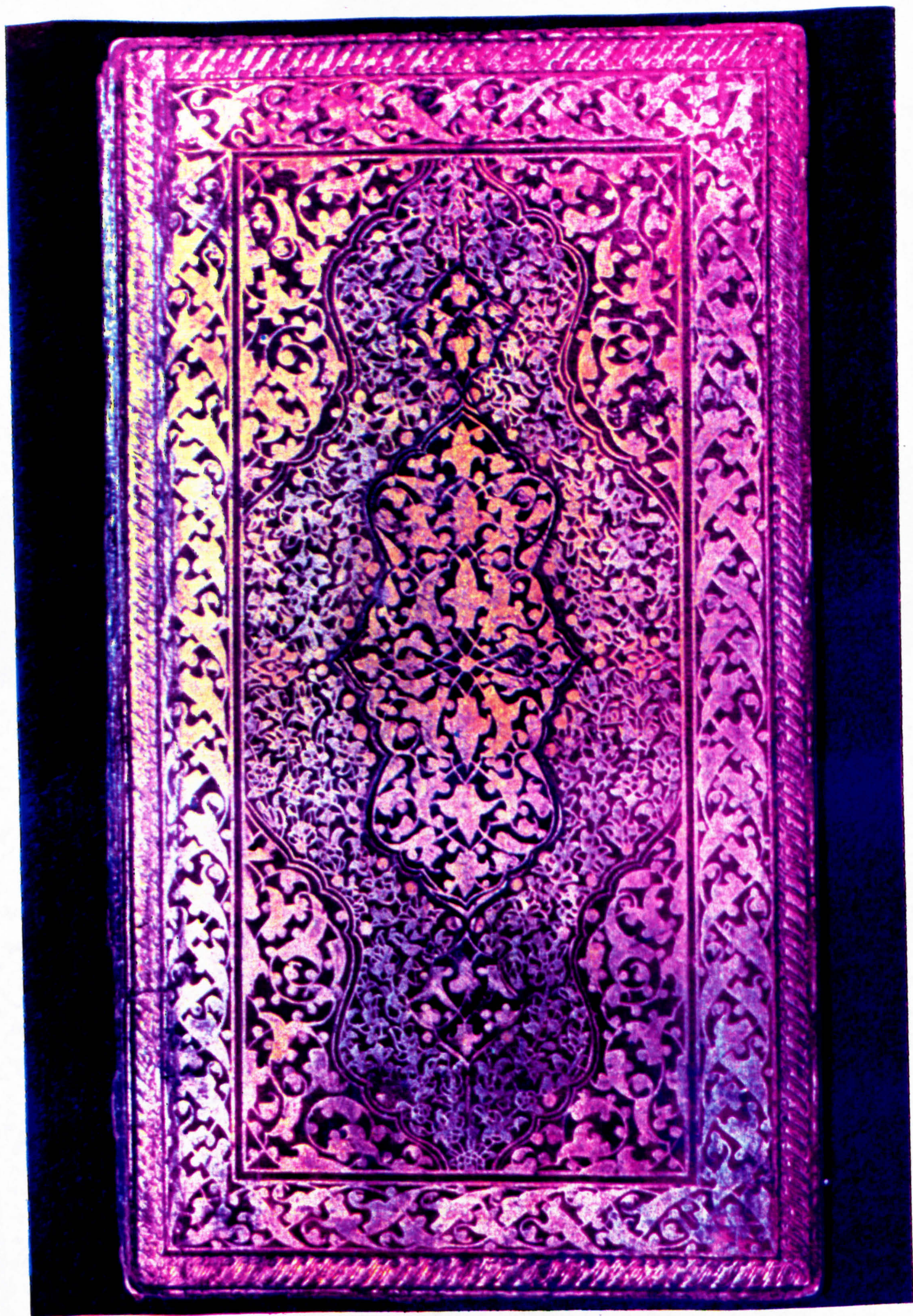
وَشَكَاةِ وَصَوْنِ عَالِي

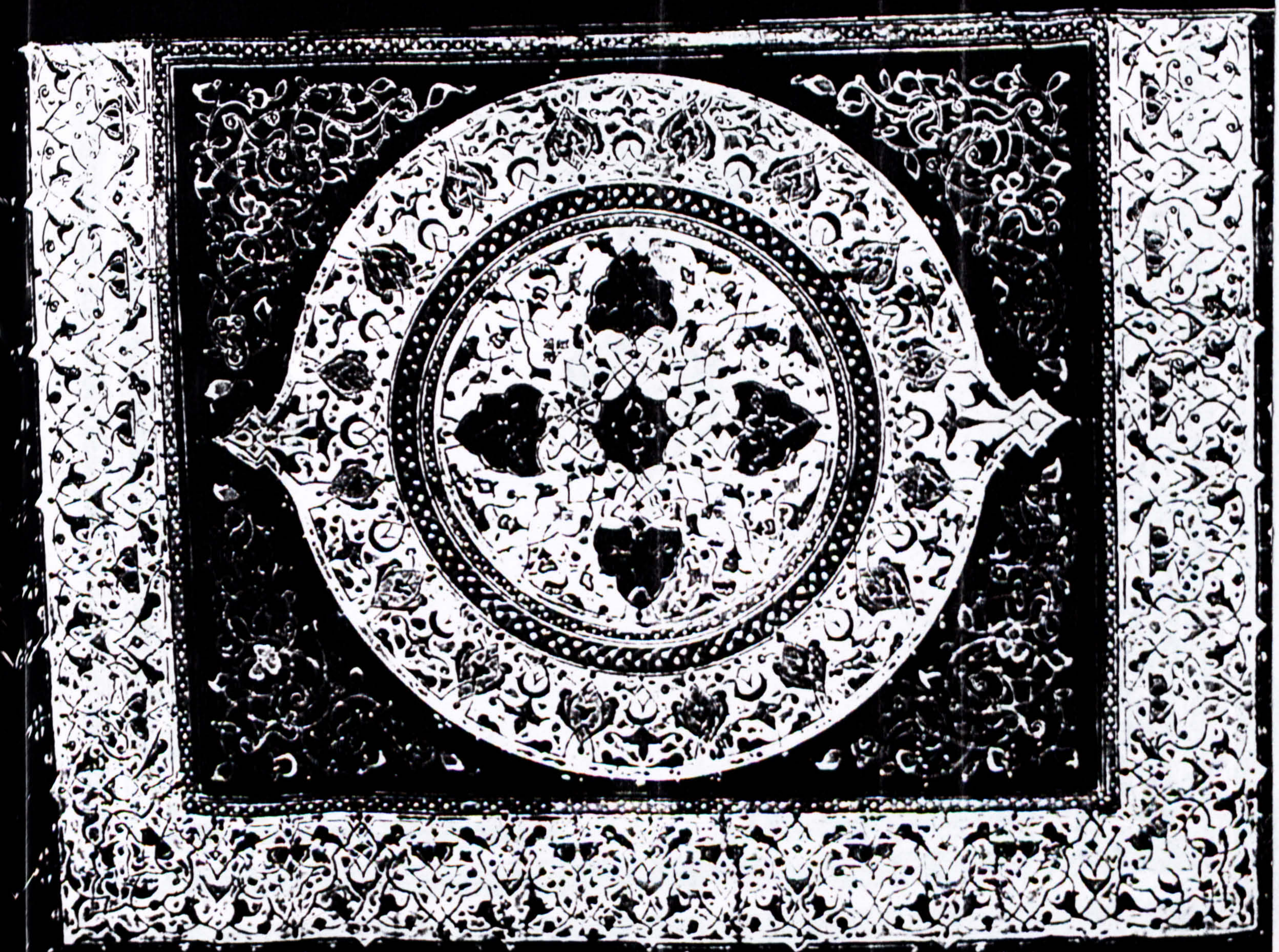
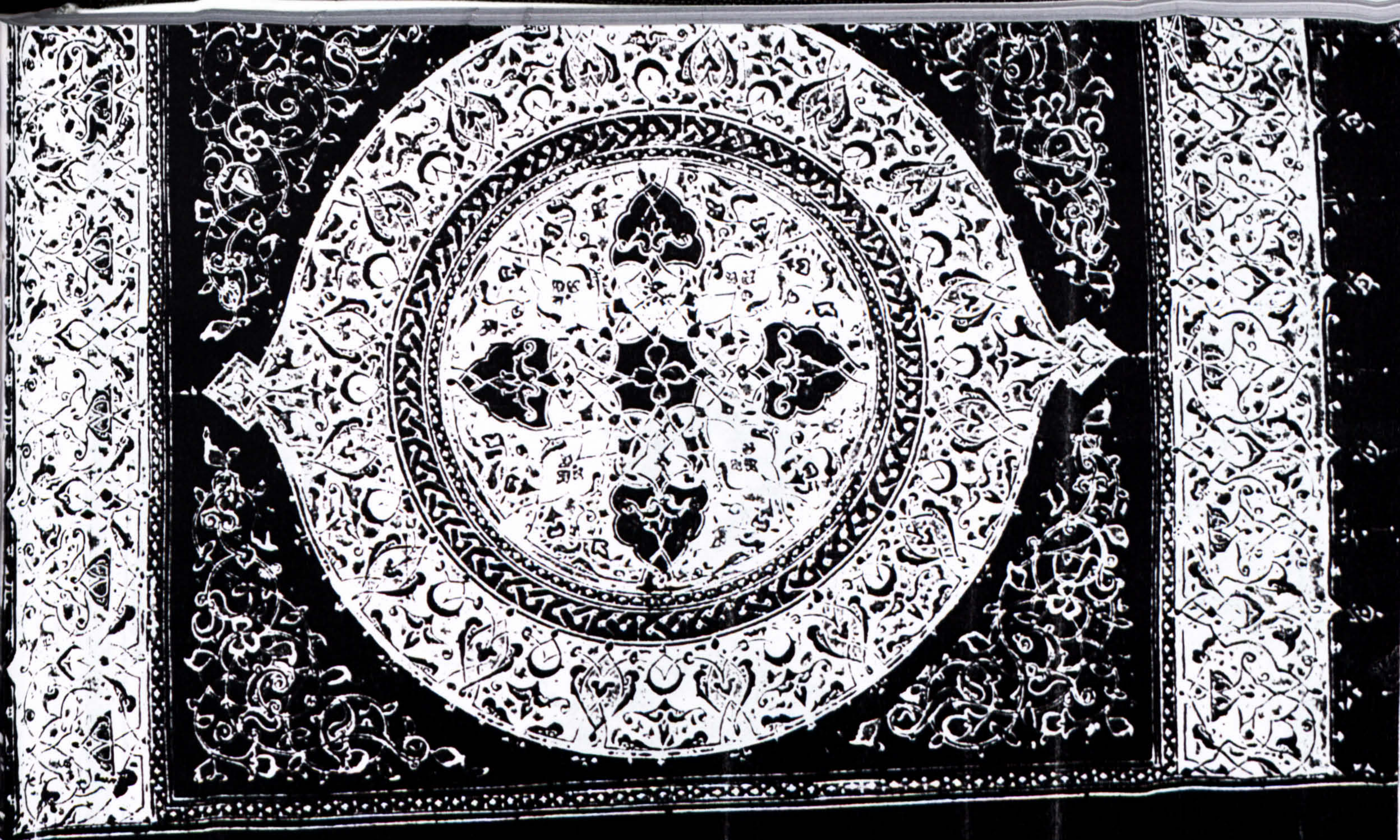
بُونَفَرْدِ

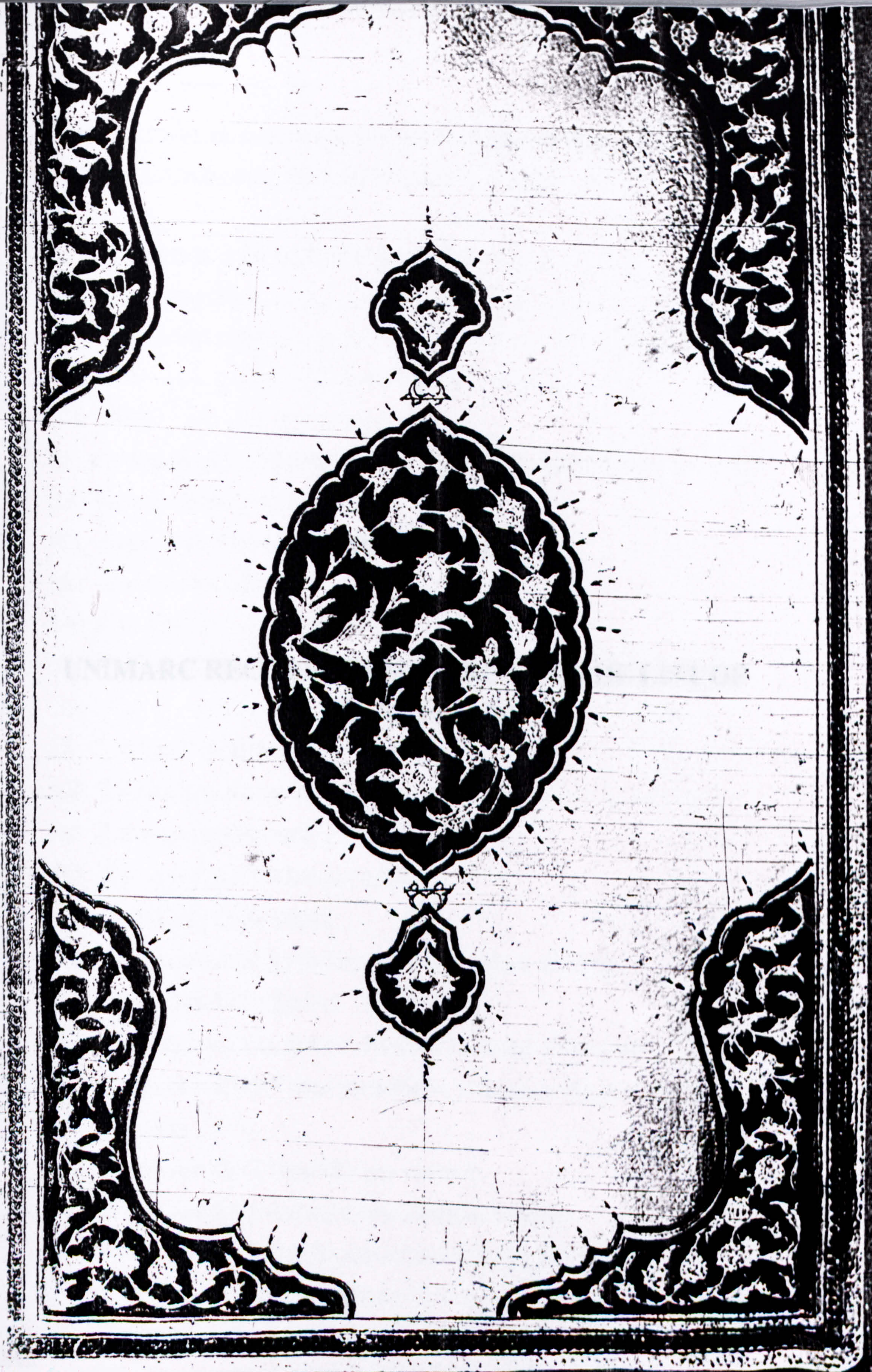


APPENDIX X

EXAMPLES OF ISLAMIC ORNAMENTED BINDS







UNIMARC's block structure and the list of fields are listed below as they are listed in UNIMARC Manual (UNIMARC: 1985):

4- IDENTIFICATION BLOCK

001 Record identifier

005 Version identifier

010 ISBN

011 ISEN

012-9 [Reserved for other international standard numbers]

020 National bibliography number

021 Legal deposit number

022 Government publication number

040 COUNTRY

APPENDIX XI

UNIMARC RECORD STRUCTURE AND THE LIST OF DATAFIELDS

1- CORED INFORMATION BLOCK

100 General processing data

101 Language of the work

102 Country of publication or production

105 Coded data field: Books

106 Coded data field: Textual materials- Physical attributes

110 Coded data field: Serials

111 [Coded data field: Serials- Physical attributes "Obsolete"]

115 Coded data field: Visual projections, video recordings and motion pictures

116 Coded data field: Graphics (provisional)

120 Coded data field: Cartographic materials-General

121 Coded data field: Cartographic Materials-Physical attributes

130 Coded data field: Time period of item content

UNIMARC's block structure and the list of fields are listed below as they are listed in UNIMARC Manual (UNIMARC: 1985):

0- IDENTIFICATION BLOCK

001 Record identifier

005 Version identifier

010 ISBN

011 ISSN

012-8 [Reserved for other international standard numbers]

020 National bibliography number

021 Legal deposit number

022 Government publication number

040 CODEN

071 Publisher's numbers for music

1- CODED INFORMATION BLOCK

100 General processing data

101 Language of the work

102 Country of publication or production

105 Coded data field: Books

106 Coded data field: Textual materials- Physical attributes

110 Coded data field: Serials

111 [Coded data field: Serials- Physical attributes *Obsolete*]

115 Coded data field: Visual projections, video recordings and motion pictures

116 Coded data field: Graphics (provisional)

120 Coded data field: Cartographic materials-General

121 Coded data field: Cartographic Materials-Physical attributes

122 Coded data field: Time period of item content

- 123 Coded data field: Cartographic materials- Scale and co-ordinates
- 124 Coded data field: Cartographic materials- Specific material designation
- 125 Coded data field: Sound recordings and printed music
- 126 Coded data field: Sound recordings- Physical attributes
- 127 Coded data field: Duration of sound recordings and printed music
- 128 Coded data field: Musical performances and scores
- 130 Coded data field: Microforms
- 131 Coded data field: Cartographic materials- Geodetic, grid and vertical measurement
- 135 Coded data field: Computer files (provisional)

2- DESCRIPTIVE INFORMATION BLOCK

- 200 Title and statement of responsibility
- 204 [General material designation *Obsolete*]
- 205 Edition statement
- 206 Material specific area: Cartographic materials-mathematical data
- 207 Material specific area: Serials-numbering
- 208 Material specific area: printed music
- 210 Publication, distribution, etc.
- 211 Projected publication date
- 215 Physical description
- 225 Series

3- NOTES BLOCK

- 300 General note
- 301 Notes pertaining to identification numbers
- 302 Notes pertaining to coded information
- 303 General notes pertaining to descriptive information

- 304 Notes pertaining to title and statement of responsibility
- 305 Notes pertaining to edition and bibliographic history
- 306 Notes pertaining to publication, distribution, etc.
- 307 Notes pertaining to physical description
- 308 Notes pertaining to series
- 310 Notes pertaining to binding and availability
- 311 Notes pertaining to linking fields
- 312 Notes pertaining to related titles
- 313 Notes pertaining to subject access
- 314 Notes pertaining to intellectual responsibility
- 315 Notes pertaining to material (or type of publication) specific information
- 320 Internal bibliographies/indexes note
- 321 External indexes/abstracts/references note
- 322 Credits note (projected and video material and sound recordings)
- 323 Credits note (Projected and video material and sound recordings)
- 324 Facsimile note
- 326 Frequency statement note (serials)
- 327 Contents note
- 328 Dissertation (thesis) note
- 330 Summary or abstract
- 332 Preferred citation of described materials
- 333 Users/intended audience note
- 336 Type of computer file note
- 337 Technical details note (computer files) (Provisional)
- 345 Acquisition/information note

4- LINKING ENTRY BLOCK

- 410 Series

411 Subseries
421 Supplement
422 Parent of supplement
423 Issued with
430 Continues
431 Continues in part
432 Supersedes
433 Supersedes in part
434 Absorbed
435 Absorbed in part
436 Formed by merger of
437 Separated from
440 Continued by
441 Continued in part by
442 Superseded by
443 Superseded in part by
444 Absorbed by
445 Absorbed in part by
446 Split into
447 Merged with xxx to form
448 Changed back to
451 Other edition is same medium
452 Edition in different medium
453 Translation as
454 Translated of
461 Set level
462 Subset level
463 Piece level
464 Piece- analytic level

488 Other related works

5- RELATED TITLE BLOCK

500 Uniform title

501 Collective uniform title

503 Uniform conventional heading

510 Parallel title proper

512 Cover title

513 Added title- Page title

514 Caption title

515 Running title

516 Spine title

517 Other variant titles

520 Former title (serials)

530 Key-title (serials)

531 Abbreviated title (serials)

532 Expanded title (serials)

540 Additional title supplied by cataloguer

541 Translated title supplied by cataloguer

6- SUBJECT ANALYSIS BLOCK

600 Personal name used as subject

601 Corporate name used as subject

602 Family name used as subject

604 Name and Title used as subject

605 Title used as subject

606 Topical name used as subject

607 Geographical name used as subject

610 Uncontrolled as subject terms

620 Place access

- 626 Technical details access (computer files) (Provisional)
- 660 Geographic area code (GAC)
- 661 Time period code
- 670 PRECIS
- 675 UDC
- 676 DDC
- 680 LCC
- 686 Other class numbers

7- INTELLECTUAL RESPONSIBILITY BLOCK

- 700 Personal name-Primary intellectual responsibility
- 701 Personal name-Alternative intellectual responsibility
- 702 Personal name-Secondary intellectual responsibility
- 710 Corporate body name-Intellectual responsibility
- 711 Corporate body name-Alternative intellectual responsibility
- 712 Corporate body name-Secondary intellectual responsibility
- 720 Family name-Primary intellectual responsibility
- 721 Family name-Alternative intellectual responsibility
- 722 Family name-Secondary intellectual responsibility

8- INTERNATIONAL USE BLOCK

- 801 Originating source
- 802 ISDS centre

9- NATIONAL USE BLOCK

APPENDIX XII

LIST OF VARIABLE DATA FIELDS OF MARC-AMC FORMAT

AMC FORMAT VARIABLE DATA FIELDS

Tag	Field Title	Tag	Field Title
001	Control number	520	Summary, abstract, annotation, scope, etc., note
002	Subrecord map of directory	521	Users/intended audience note
005	Date and time of latest transaction	524	Preferred citation of described materials
007/00	Category of material	530	Additional physical form available note
007/01	Specific material designation	533	Reproduction note
007/02	Original versus reproduction aspect	535	Location of originals/duplicates
007/03	Polarity (microforms)	540	Terms governing use and reproduction
007/04	Dimensions (microforms)	541	Immediate source of acquisition
007/05 08	Reduction ratio	544	Location of associated materials
007/09	Color (microforms)	545	Biographical or historical note
007/10	Emulsion on film (microforms)	546	Language note
007/11	Generation	555	Cumulative index/finding aids note
007/12	Base of film (microforms)	561	Provenance
008/00 05	Date entered on file	562	Copy and version identification
008/06	Type of date code	565	Case file characteristics note
008/07 10	Date 1	580	Linking entry complexity note
008/11 14	Date 2	581	Publications note
008/15 17	Place of publication, production, or execution code	583	Actions
008/18 22	Undefined	584	Accumulation and frequency of use
008/23	Form of reproduction code	59X	Local notes
008/24 34	Undefined	600	Subject added entry — personal name
008/35 37	Language code	610	Subject added entry — corporate name
008/38	Modified record code	611	Subject added entry — conference or meeting
008/39	Cataloging source code	630	Subject added entry — uniform title heading
010	Library of Congress control number	650	Subject added entry — topical heading
035	Local system control number	651	Subject added entry — geographic name
039	Level of bibliographic control and coding detail	655	Genre/form heading
040	Cataloging source	656	Index term — occupation
041	Language code	657	Index term — function
043	Geographic area code	69X	Local subject added entries
045	Chronological code or date/time	700	Added entry — personal name
052	Geographic classification code	710	Added entry — corporate name
066	Character sets present	711	Added entry — conference or meeting
072	Subject category code	730	Added entry — uniform title heading
09X	Local call numbers	740	Added entry — title traced differently
100	Main entry — personal name	752	Added entry — place of publication or production
110	Main entry — corporate name	773	Host item entry
111	Main entry — conference or meeting	851	Location
130	Main entry — uniform title heading	870	Variant personal name
240	Uniform title	871	Variant corporate name
242	Translation of title by cataloging agency	872	Variant conference or meeting name
243	Uniform title, collective	873	Variant uniform title heading
245	Title statement	880	Alternate graphic representation
260	Publication, distribution, etc. (imprint)	886	Foreign MARC information field
300	Physical description		
340	Medium		
351	Organization and arrangement		
500	General note		
502	Dissertation note		
505	Contents note (formatted)		
506	Restrictions on access		
510	Citation note (brief form/references)		

APPENDIX XIII

LIST OF TUYATOK CATALOGUES

T C KÜLTÜR BAKANLIĞI KÜTÜPHANELER GENEL MÜDÜRLÜĞÜ

TÜRKİYE YAZMALARI TOPLU KATALOĞU

THE UNION CATALOGUE OF
MANUSCRIPTS IN TURKEY



THE COLLECTIONS WHICH WERE INCLUDED IN THE TUYATOK VOLUMES (ORDERED BY PUBLISHING DATE)

Vol 1: The Masouleum (16 manuscripts), The Presidency of Republic (34), The Parliament (104), and Adiyaman Public Library (132).

Vol 2: This volume includes the collections of the public libraries in Giresun, Ordu and Rize with 619 records.

Vol 3: This volume includes the collection of Ali Nihat Tarlan in Istanbul Suleymaniye Library with 425 records.

Vols 4-8: These volumes include the collections of the public libraries in Antalya and it's counties with 4.042 records.

Vol 9: This volume includes the collection of Merzifonlu Kara Mustafa Pasa in Istanbul Suleymaniye Library with 467 records.

Vols 10-12: These volumes include the collections in Adana Public Library and Adana Museum with 2.592 records.

Vol 13: This volume include the collections of Amcazade Huseyin Pasa and Hekimbasi Seyyid Musa Nazif Efendi in Istanbul Suleymaniye Library with 630 records.

Vols 14-15: These volumes include the collections in Amasya Beyazit Public Library with 1.533 records. (Turkiye Yazmalari..., 1979-1992).

APPENDIX XIV

EXAMPLES OF TUYATOK RECORDS

GENEL KONULAR
Bilgi - Bilim

1

001

05 Ba 51/2

Favā'id al-'āliya va farā'id
al-gāliya

Fevaidü'l-aliye ve feraidü'l-
galiye

فوائد العالیه و فوائد الغالیه

'Abd el-Hakīm b. Şems ed-dīn

عبد الحكيم بن شمس الدين

بسم ... باسمك ابتدى و بنور قدسك اهندي لاله الا انت ...

sözleriyle başlamaktadır. Türkçe, Musa b. İbrahim el-Basrî'nin talik hattıyla, 143 X 229 mm. kitap boyunda, 24 satırla, sayfa kenarlarında, 218b - 224a yaprakları arasında, taç ve avize filigranlı kâğıda, Motun'da 1103 Şevvalin'de (1595) yazılmıştır. Vişne rengi meşin, yıldız şemseli, zencirekli cilt içindedir. Sözbaşları kırmızı mürekkeple belirlenmiştir.

... آمين و صلى الله على سيدنا محمد و اله وسلم

sözleriyle sona ermektedir.

2

001

05 Ba 1851

al-Favā'id al-hākāniya
li-Aḥmad Hāniya

el-Fevaidü'l-hakaniye li-Ahmed
Haniye

الفوائد الخاقانية لا حمد خانية

Meḥmed Emīn b. Şadr ed-dīn eş-Şirvānī (Ölüm. 1036/1626)

محمد امين بن صدرالدين الشروانى

بسم ... صدر كلام ارباب الفضل و العرفان ... و بعد فيقول احوج

العبد ... محمد امين ابن صدرالمة والدين الشروانى

sözleriyle başlamaktadır. Arapça, Ahmed b. Abdülkerim'in talik kırması hattıyla, 190 X 120 - 136 X 66 mm. ölçüsünde, 19 satırla, 143 yaprakta, salkımlı taç filigranlı kağıda, 1118 Zilkadesin'de (1707) yazılmıştır. Kah-verengi deri, şemseli, zencirekli cilt içindedir. Sözbaşları kırmızı mürekkeple belirlenmiştir.

APPENDIX XV

EXAMPLES OF SULEYMANIYE LIBRARY'S MARC RECORDS

07-11-1994 - 16:22:31

T.C. KÜLTÜR BAKANLIĞI SÜLEYMANİYE GENEL KÜTÜPHANESİ-1

Sr : 102493 Kyt.No: 102493 Tsf. No:297.7 (KY.SR)
Blm Adı :UXXAKİ TEKKESİ Konu :TAŞAVVUF
Cilt :-- Sayfa :45-53
Eserin nevi:YAZMA
Yz.Adı :el-ENSARİ-EBU YAHYA ZEKERİYYA b. MUHAMMED b. ZEKERİYYA
Ser.No :--
Nisbe :EBU YAHYA Dili :ARP
V.(Hcr/Mld):926 /-- Trc. :--
Müstensih :MUHAMMED el-MAKBUL b. EBÜ'l-FE
Demirbağ No:00016
Oda.TRV.FTY:KTP.TRY.FTY
Eser Adı :el-ADVAÜ'l-BAHİCE fi İBRAZİ DEKAİKİ'l-MÜNFERİCE
Baskı nevi :-- Hat nevi:NESİH
İstinsah T.:-- Yeri :--

Devam (SPC):Geri (BCKSPC):Çık. (-)

07-11-1994 - 16:28:44

T.C. KÜLTÜR BAKANLIĞI SÜLEYMANİYE GENEL KÜTÜPHANESİ-1

Sr : 22014 Kyt.No: 22014 Tsf. No:030. (KY.SR)
Blm Adı :ESAD EFENDİ Konu :ANSİKLOPEDİLER
Cilt :-- Sayfa :128-158
Eserin nevi:YAZMA
Yz.Adı :YAZICIOĞLU AHMED BİCAN
Ser.No :--
Nisbe :-- Dili :OSM
V.(Hcr/Mld):935 /-- Trc. :--
Müstensih :--
Demirbağ No:02498
Oda.TRV.FTY:KTP.TRY.FTY
Eser Adı :ACAİBÜ'l-MAHLUKAT
Baskı nevi :-- Hat nevi:TALİK
İstinsah T.:-- Yeri :--

Devam (SPC):Geri (BCKSPC):Çık. (-)

APPENDIX XVI

DR GUNDOGDU'S AMENDED VERSION OF DDC FOR ISLAMIC CLASSIFICATION

297

İSLÂM DİNİ VE İSLÂM İLİMLERİ

297.01-297.08 Standart alt bölümler

- 01 Felsefe, nazariye, usûl
İslâm felsefesini 181.2'de sınıflandırın
- 016 Bibliyografyalar, kataloglar, fihristler
- 02 Çeşitli materyeller, el kitapları
- 020 8 Gör-işit materyelleri
- 021 İstatistikler
- 022 Resimler, minyatürler, murakkalar, levhalar.
- 022 3 Harita ve plânlar
- 03 Ansiklopediler, sözlükler, ıstılâh kitapları.
Birkaç dilde olanları burada sınıflandırın.
- 031 Arapça-Arapça
- 032 Farsça
- 033 Türkçe
- 034 Diğer diller
-034'e Tablo 6'dan 1-9 arasında numara ekleyin.
Örn: İngilizce İslâm Ansiklopedisi
-03421
- 04 Denemeler, makaleler (risaleler)
Mecmuatü'r-resâilî 297.08'de sınıflandırın.
- 05 Süreli yayınlar

- 06 Kurumlar, dernekler, toplantılar,
Vakıflar
Burada Cumhuriyet'ten sonra kurulan
İslâmî vakıfları sınıflandırın.
Vakıfların hukukî yönlerini 297.561'de
sınıflandırın.
- 060 1 Uluslararası kurumlar, dernekler,
toplantılar, vakıflar
- 060 3 - 060 9 Ulusal, bölgesel kurumlar, dernekler,
toplantılar, vakıflar
-060'a Tablo 2'den 3-9 arasında
numara ekleyin.
Örn: İran'da İslâm dernekleri
-06055
- 065 Camîler, tekkeler ve diğer dinî kuru-
luşlar
Camî mimarisini 726.2'de sınıflan-
dırın.
- 07 Eğitim-öğretim, araştırma ve ilgili ko-
nular
Ders kitapları için kullanılmaz. Ders
kitaplarını 297.1-297.9 arasında alt
bölüm numaralarında sınıflandırın.
- 070 1-070 9 Coğrafik çalışmalar
-070'e Tablo 2'den 3-9 arasında
numara ekleyin. Örn: Mısır'da
eğitim öğretim -07062
- 071 Okullar, kurslar
İlk okullarda din eğitimi ve öğre-
timi ile kursları burada sınıflan-
dırın.
- 071 01-071 09 Coğrafik çalışmalar
-0710'a Tablo 2'den 3-9 arasın-
da numara ekleyin. Örn: Türki-
ye'de Kur'an kursları -0710561
- 071 1 Yüksek öğretim ve medreseler
Medreselerin tarihçesi, türleri,
eğitim ve öğretim programları,
icazet, islahat hareketleri vb.
gibi.

Coğrafik çalışmalar için
-0711'e Tablo 2'den 3-9 arasında
numara ekleyin.
Örn: Bağdat'da medreseler
-071156747

- 071 2 Orta öğretim
Coğrafik çalışmalar için -0712'ye
Tablo 2'den 3-9 arasında numara ek-
leyin.
Örn: Türkiye'de İmam Hatip Liseleri
-0712561.
- 715 Yetişkin eğitimi
- 071 53 Radyo ve televizyon programları
- 072 İslâm araştırmaları
Tezler, araştırma raporları vb. gibi.
- 072 01-072 09 Coğrafik çalışmalar
-0720'ye Tablo 2'den 3-9 arasında
numara ekleyin. Örn: Irak'da
İslâm araştırmaları -0720567.
- 074 Müze ve sergiler
Koleksiyonlar, müze ve sergi katalog-
ları, rehberleri burada sınıflandırın.
- 074 1-074 9 -074'e Tablo 2'den 3-9 arasında numara
ekleyin. Örn: Türk-İslâm Sanatları
Müzesi -074561.
- 079 Burslar, ödüller
- 08 Mecmualar, Hutbe ve mektuplar ve diğer
belgeler
Mecmuatü'r-resâili ve Osmanlı sarayında
huzur derslerini burada sınıflandırın.
- 081 Hutbe ve mevazeler
Burada dini içerikli olanları sınıf-
landırın.
- 082 Mektup ve vasiyetler
Edebî mektupları T 811'de sınıflan-
dırın.
- 083 Ferman ve beratlar
Dinî içerikli ferman ve beratlar ile
Sened-i hakânîleri burada sınıflandırın.

-09

İslâm kültür ve medeniyet tarihi

Her ilmin tarihini 297.1-297.8 arasında kendi özel numarasında sınıflandırın.

Örn: Kur'an tarihi 297.19; Hadis tarihi 297.39 gibi.

-090 2 - 090 5 Tarihî dönemler

-090 2 6ıncı-15inci yüzyıl , 500-1499

-090 21 6ıncı-12inci yüzyıl, 500-1199

-090 22 13üncü yüzyıl , 1200-1299

-090 23 14üncü yüzyıl , 1300-1399

-090 24 15inci yüzyıl , 1400-1499

-090 3 Modern dönem , 1500-

-090 31 16ıncı yüzyıl , 1500-1599

-090 32 17inci yüzyıl , 1600-1699

-090 33 18inci yüzyıl , 1700-1799

-090 34 19uncu yüzyıl , 1800-1899

-090 4 20inci yüzyıl , 1900-1999

-090 5 21inci yüzyıl , 2000-2099

-091

İslâm dininin diğer bilim ve disiplinlerle ilişkileri

-091'e 001-999 arasında numara ekleyin. Örn: İslâm ve teknoloji -0916

İslâm ve felsefe ilişkileri ve İslâm'ın müdafaasını 181.2'de sınıflandırın.

İslâm'ın diğer dinlerle ilişkileri ve müdafaasını, karşılaştırmalı çalışmaları 297.47'de sınıflandırın.

-092 A-Z

Şahıs biyografyaları

Her ilim dalına ait biyografyalarını kendi özel numarasında sınıflandırın. Örn:Buhârî 297.392 B. gibi. Bu ilim dallarından hiçbirine ait olmayan biyografik çalışmaları burada sınıflandırın.

-092 2

Tabakât kitapları

Her ilim dalına ait tabakâtı kendi özel numarasında sınıflandırın. Örn:297.1922 hafızların tabakâtı gibi. Bu ilim dallarından hiçbirine ait olmayan tabakât kitaplarını burada sınıflandırın.

-093-099

Coğrafik çalışmalar

-09'a Tablo 2'den 3-9 arasında numara ekleyin. Örn: Japonya'da İslâmiyet -0952

297.1

KUR'AN VE KUR'AN İLİMLERİ

297.101-297.108 arasında standart alt bölümler kullanılır.

ÖZET

- 297.11 Eksiksiz, orjinal Kur'an metinleri
- .12 Cüzler,sure ve âyetler
- .13 Kur'an tercümeleri
- .14 Kur'an'ın nüzûlü (Kur'an'ın indirilmesi)
- .15 Kur'an ilimleri
- .16 Kur'an'ın dil belâgat yönünden incelenmesi
- .17 Kırâat ve tecvîd
- .18 Kur'an ve diğer semavî kitaplar
- .19 Kur'an tarihi ve biyografyalar

297.11-297.13 Kur'an metinleri

.11

Eksiksiz, orjinal Kur'an metinleri

Yüzyıllara göre, -090 2-090 5 arasında olduğu gibi bölünür, 297.11'e -090'nı izleyen numaraları ekleyin.Örn:Hz.Osman dönemine ait bir mushaf 297.112.

- .12 Cüz, sure ve âyet tefsirleri
Âyet ve kelime fihristlerini 297.1016'da sınıflandırın.
- .13 Kur'an tercümeleri ve meâlleri
Birkaç dilde olanları burada sınıflandırın. Cüz, sure ve âyet tercümelerini 297.135'de sınıflandırın. Garibü'l-Kur'an kitaplarını 297.103 1'de sınıflandırın.
- .132 Farsça Kur'an tercümeleri
- .133 Türkçe Kur'an tercümeleri
El yazması Kur'an tercümelerini kapsar.
- .133 1 Arap harfli basma Kur'an'lar
- .133 2 Lâtin harfli basma Kur'an'lar
- .134 Diğer dillerde Kur'an tercümeleri
297.134'e Tablo 6'dan 1-9 arasında numara ekleyin. Örn: Fransızca Kur'an tercümesi 297.134 41.
- .135 Cüz, Sure ve âyet tercümeleri
Kur'an tefsirlerini 297.21-297.25 arasında sınıflandırın.
- .14 Kur'an'ın nüzûlü (Kur'an'ın indirilmesi)
- .141 İniş sebepleri
- .142 İniş yerleri
Mekkî, Medenî, hazerî vb. gibi.
- .143 İniş vakitleri
Nehârî, leylî, şitâî vb. gibi.
- .144 İniş durumları
Bazı enbiya ve Hz.Muhammed'e gönderilen sahifeler, bazı sahabenin diline göre inenler, tek tek ve toplu inen ayetler vb. gibi
- .15 Kur'an ilimleri
Tefsir ilmini 297.28'de; Kırâat ve tecvîd ilmini 297.17'de; Nüzul ilmini 297.14'de sınıflandırın.
- .151 Kur'an'ın mucizeleri (İ'câz-ı Kur'an)
Matematik, fizik, tabiat mucizeleri 297.1915'de sınıflandırın.

- .152 Kur'an'ın faziletleri
- .153 Cedel-i Kur'an
Kur'an'ın ikna gücü, itirazlar, reddiye ve cevapları kapsar.
- .154 Emsâl-i Kur'an
Kur'an'daki darb-ı meselleri, kıssaları kapsar.
- .155 Kur'an'daki isim, künye ve lâkaplar
Kur'an'da adı geçen peygamberleri burada sınıflandırın. Peygamberler tarihi 297.971'de sınıflandırın.
- .156 Kur'an'ın havâssı (Havâssü'l-Kur'an)
Âyetlerin sıralanış sırrı, sure isimleri ve sıralarındaki hikmetler, harf-i mukatta vb. gibi.
- .157 Aksâm-ı Kur'an (Kur'an'ın kasepleri, yeminleri)
- .158 Kur'an'ın isimleri
- .159 Kur'an'ın ahkâmı (Ahkâmü'l-Kur'an)
Ahkâm ayetlerinin tefsirini 297.251'de sınıflandırın.
- .159.1 Muhkem ve müteşâbih
- .159 2 Nâsîh ve mensûh
- .159 3 Âmm ve hâss (Umûmi ve özel)
- .159 4 Mücmel ve mübeyyen
- .159 5 Mukaddem ve muahhar
- .159 6 Mutlak ve mukayyed
- .159 7 İhtilâf ve tenâkuz
- .159 8 Kur'an'ın ahkâmına ait diğer konular
- .16 Kur'an'ın dil ve belâgat yönünden incelenmesi.

297.161-297.164 Kur'an hakkında dil incelemeleri

- .161 Kur'an'ın nahv ve sarfı. İ'râb-ı Kur'an
- .162 Kur'an'ın müphem sözleri: Müşkilât, müşabehât ve müphemât
Hicâz lehçesi dışındaki kelimeler da-

hildir. Garibü'l-Kur'an kitaplarını
297.1031'de; Kelimatü'l-Kur'an kitap-
larını 297.1016'da sınıflandırın.

- .163 Vucûh ve nezâirü'l-Kur'an
- .164 Kur'an'ın şekli (Müşekkelü'l-Kur'an)
- .164 1 Kur'an'ın hitap şekli (Muhâtabât)
Kur'an'ın yazılması (Resmü'l-Kur'an)
İlk Kur'an yazmalarını 297.19'da sı-
nıflandırın.
Kur'an'ın imlâsını 297.161'de sınıf-
landırın.

297.165-297.168 Kur'an hakkında belâgat incelemeleri

- .165 Hakikat ve mecâz, Teşbih ve istiâre.
Kinaye ve ta'rizât
- .166 Hasr ve ihtisâs. İcâz ve itnâb
- .167 Haber ve inşâ. Fasl ve vasl
- .168 Bedî'-i Kur'an
- .169 Diğer dil ve belâgat inceleme ve araş-
tırmaları

- .17 Kırâat ve tecvîd
Kur'an dili ve elifbalarını burada sı-
nıflandırın.

- .171 Mütevâtir ve meşhûr
- .172 Kırâat-ı seb'a, kırâat-ı aşere
(Kur'an'ın 7 ve 10 türlü okunuşu)
- .173 Şâz
- .174 Mevzû'
- .175 Müdrec
- .176 Kırâatü'n-Nebî
- .177 Tilâvet adâbı
Vakf, ibtidâ, imâle, idgâm, izhâr,
ihfâ, iklâb ve mahâric-i hurûf vb.
gibi tilâvet konularını kapsar.

- .178 Kur'an'ın ezberlenmesi (Keyfiyet-i
tahammül)

- .179 Kırâat ve tecvîd ile ilgili diğer konular

- .18 Kur'an ve diğer semavî kitaplar
Karşılaştırmalı çalışmaları burada sınıflandırın. Kitaplara imanı 297.44'de sınıflandırın.
- .181 Tevrat
- .182 Zebur
- .183 İncil
- Kur'an'ın diğer konu ve disiplinlerle ilişkileri 297.191'de sınıflandırın.
- .19 Kur'an tarihi ve biyografyalar
Kur'an'ın vahyi, toplanması, tedvîni, yazılması, tertibi vb. gibi konuları Darü'l-kurraları 297.10711'de sınıflandırın.
- .191 Kur'an açısından diğer konular, bilim-ler ve disiplinler
297.191'e 001-999 arasında numara ekleyin. Örn: Kur'an ve müspet ilimleri 297.1915'de sınıflandırın.
- .192 A-Z Şahıs biyografyaları (Terâcim kitapları)
- .192 2 Kurra, hafız ve vahy kâtiplerinin tabakâtı
Toplu biyografyaları burada sınıflandırın.
- .193-199 Coğrafik çalışmalar
297.19'a Tablo 2'den 3-9 arasında numara ekleyin.

297.2 TEFSİR VE TEFSİR İLMİ

297.202-297.208 arasında standart alt bölümler kullanılır. Tefsir usûlünü 297.28'de sınıflandırın.

- .016 Bibliyografyalar, kataloglar, fihristler.

ÖZET

- 297.21 Tam tefsirler
- .22 Satırarası tam tefsirler
- .23 Cüz, sure ve âyet tefsirleri
- .24 Rivâyet tefsirleri (Tefâsir-i me'sûre) ve dirâyet tefsirleri
- .25 Konularına ve türlerine göre tefsirler
- .26 Tefsir ile ilgili diğer konular
- .28 Tefsir ilmi (Usûl-i tefsir)
- .29 Tefsir tarihi ve biyografyalar

297.21-297.25 Tefsir_metinleri

- .21 Tam tefsirler (Tefâsir-i küllî)
Mezheplerin tefsirleri için, 297.21'e 297.61-297.65 arasında 297.6'yı izleyen numaraları ekleyin.
Örn: Şîâ tefsirleri 297.212.
- .216 Şahâbelerin hadislerle tefsirleri
- .22 Satır arası tam tefsirler (Metin tefsir bir arada)
- .23 Cüz, sure ve âyet tefsirleri
- .231 Fâtihâ
- .232 Yasîn
- .233 Tebâreke. Âmmne
- .234 Âyetü'l-kürsî
- .235 A-Z Diğer sure ve âyet tefsirleri
- .24 Rivâyet tefsirleri (Tefâsir-i me'sûre) ve dirâyet tefsirleri
Mezheplerin tefsirleri için, 297.24'e 297.62-297.65 arasında numara ekleyin.
Örn: Haricî tefsirleri 297.244.
- .25 Konularına ve türlerine göre tefsirler
- .251 Ahkâm âyetlerinin tefsiri
- .252 Cihâd âyetlerinin tefsiri
- .253 Edebî ve lugâvî tefsirler

- .253 1 . Manzum tefsirler
 .254 Felsefî tefsirler
 .255 Nüzûl sebebine göre tefsirler
 .256 Tasavvufî tefsirler
 .257 Diğer tefsirler
 Tefsir mecmualarını 297.208'de sınıflandırın.
 .26 Tefsir ile ilgili diğer konular
 .28 Tefsir ilmi (Usûl-i tefsir)
 .281 Tefsir ve te'vil
 .282 Müfessirlik adâbı ve şartları
 .283 Tefsir ve re'y
 .284 Tefsire yardımcı diğer İslâm ilimleri
 .285 Tefsir ilmi ile ilgili diğer konular
 .29 Tefsir tarihi ve biyografyalar
 Kur'an tarihini 297.19'da sınıflandırın.
 .292 A-Z Şahıs biyografyaları (Terâcim kitapları)
 .292 2 Müfessirlerin tabakâtı
 Toplu biyografyaları burada sınıflandırın.
 .293-299 Coğrafik çalışmalar
 297.29'a Tablo 2'den 3-9 arasında numara ekleyin.

297.3 HADİS VE HADİS İLMİ

297.302-297.308 arasında standart alt bölümler kullanılır.
 Hadis usûlünü 297.38'de sınıflandırın.

- .016 Bibliyografyalar, kataloglar, fihristler
 Hadislerin yerini gösteren Mu'cem, etraf ve miftahları (alfabetik fihristleri) burada sınıflandırın.
 Örn: Taberânî'nin el-Kebir, el-Vâsît ve es-Sağir'i gibi.
 .08 Mecmualar. Hutbe ve mektuplar ve diğer belgeler.
 Hadis mecmualarını 297.31-297.32 arasında sınıflandırın. Hz.Muhammed'in hutbe ve mektuplarını 297.36'da sınıflandırın. Halifelerin hutbe ve vasiyetlerini 297.981-297.984 numaraları arasında kendi biyografyalarında sınıflandırın.

ÖZET

- 297.31 Kütüb-i sitte
- .32 Diğer sahîh hadis kitapları ve mecmuaları
- .33 Sünnî olmayan mezheplerin hadis kitapları
- .34 Mevzû' hadisler
- .35 Hadis tercümeleri
- .36 Hz.Muhammed'in hutbe ve mektupları
- .37 Hz.Muhammed'in tıbbî aîd hadisleri
- .38 Hadis ilmi (Usûl-i hadis)
- .39 Hadis tarihi ve biyografyalar

297.31-297.32 Sahîh hadis kitapları

- .31 Kütüb-i sitte
- .311 Buhârî'nin sahîhleri (Camiü's-sahîh)
- .311 1 Şerh, haşîye ve tercümeleri
Şerh-i Kirmânî, Şerh-i Berhmâvî,
Şerh-i Aynî, Şerh-i Suyûtî ve diğer
şerhlerini burada sınıflandırın.
- .312 Müslim'in sahîhleri
- .312 1 Şerh, haşîye ve tercümeleri
Nevevî, Suyûtî şerhleri gibi.
- .313 Ebu Davud'un sünenleri
- .313 1 Şerh, haşîye ve tercümeleri
- .314 İbn Mace'nin sünenleri
- .314 1 Şerh, haşîye ve tercümeleri
- .315 Tirmizî'nin sünenleri
- .315 1 Şerh, haşîye ve tercümeleri
- .316 Nesâî'nin sünenleri
- .316 1 Şerh, haşîye ve tercümeleri
- .32 Diğer sahîh hadis kitapları ve mecmuaları
- .321 Müdevven hadis kitapları
- .321 1 Muvatta İmâm Malîk
- .321 2 Muvatta İmâm Muhammed

.322

Câmiü'l-hadisler

Sihah kitaplarındaki hadisleri bir-
araya toplayan hadis kitaplarıdır.
Akâid, ahkâm, rikâk, âdâbi't-taâm
ve's-şurb, tefsir ve tarih ve siyer,
sefer ve kıyam ve kuûd, fiten, menakib
ve mesâlib hadis bablarının hepsini
içeren hadis mecmualarıdır. İbn
Esir'in Câmiü'l-usûlü gibi.

.323

Müsnedler

.323 1

Müsned İmâm Ebu Hanife

.323 2

Müsned Ahmed b. Hanbel

.323 3

Müsned İmâm Şâfi

.324

Müstahrecler

.325

Müstedrekler

.326

Seçilmiş hadisler (Müntehâb hadisler)

40 Hadisler (el-Erbaûn), 70, 100, 500,
1000 hadisler ile darb-ı mesel olmuş
hadisleri kapsar.

.326 1

Mesâbihi's-sünneler

.326 2

Sülâsiyât, rubâiyât....ûşriyât hadis
kitapları

.327

Ahkâm hadisleri

Alış veriş, nikâh, boşanma, miras vb.
gibi konulardaki hükümlere ait hadis-
ler.

.327 1

Sahîhâ'nın ahkâm hadisleri

.328

Terhîb ve tergîb kitapları

.329

Diğer hadis kitapları

.33

Sünnî olmayan mezheplerin hadis kitapları
297.33'e 297.62-297.65 arasında 297,6'yı
izleyen numaraları ekleyin. Örn: Şia
hadisleri 297.332.

.34

Mevzû' hadisler

Terhîb ve tergîb kitaplarını 297.328'de
sınıflandırın.

.35

Hadis tercümeleri

Birkaç dilde hadis tercümelerini burada
sınıflandırın.
Garibü'l-hadis kitaplarını 297.3031'de
sınıflandırın.

- .352 Farsça hadis tercümeleri
- .353 Türkçe hadis tercümeleri
- .354 Diğer dillerde hadis tercümeleri
297.354'e Tablo 6'dan 1-9 arasında numara ekleyin. Örn: Urdu dilinde hadis tercümesi 297.35491439.
- .36 Hz.Muhammed'in hutbe ve mektupları
Veda' hutbesi dahildir.
- .37 Hz.Muhammed'in tıbbı aitt hadisleri (Tıbb-ı Nebevî)
- .38 Hadis ilmi (Usûl-i hadis)
Rivâyetü'l-hadis ve Dirâyetü'l-hadis ilimlerini kapsar.
- .381 Hadis'in kısımları (Hadis ıstılâhları)
İstılâh sözlüklerini 297.303'de sınıflandırın.
- .381 1 Kudsî hadis
- .381 2 Sahîh hadis (Mütevâtir, meşhûr, ahâd)
- .381 3 Hasen hadis
- .381 4 Zayıf hadis
- .381 5 Sahîh-hasen-zayıf hadisler arasında müşterek ıstılâhlar
- .381 6 Mevzû' hadis
Hadis uydurma sebeb ve şekillerini içerir. Mevzû hadis kitaplarını (Mevzuat) 297.34'de sınıflandırın.
- .382 Hadis râvîleri ilmi
İlmü'r-ricâl, Cerh ve ta'dîl ilimlerini kapsar.
Sikâ, sahâbe ve zayıf râvîlerin kritiklerini 297.3924'de sınıflandırın.
Müttefik, müstebeh ve müteşâbih hadis kitaplarını 297.3924'de sınıflandırın.
- .383 Hadis ihtilâfları ve savunmaları
- .383 1 Kitabü's-sünnele
İbn Ebî Âsım'ın Kitabü's-sünnesi gibi.

- .383 2 Muhtelefû'l -hadis (Telfikü'l-hadis)
- .384 İlelû'l-hadis
- .385 Hadiste nâsîh ve mensûh
İbn Esrem'in Nâsîhü'l-hadis ve mensûh'u
gibi.
Garîbü'l-hadis kitaplarını 297.3031'de
sınıflandırın.
- .386 Rivâyet şekil ve şartları. Râvîlerin
âdâbı
Sema', kırâet, icâzet, münâvele,
kitâbet, i'lam, vasiyet ve vicâdet
gibi tahammülü'l-hadis şekillerini
kapsar.
- .386 1 Hadis yazma âdâbı (Âdâb-ı kitâbetü'l-
hadis)
- .387 Hadis ilmi ile ilgili diğer konular
- .39 Hadis tarihi ve biyografyalar
Hadislerin vürûd sebepleri, tedvîni,
Ebû Hureyre'nin topladığı sayfeler,
Hulefâ-i Raşidîn, Tabiîn ve Teba-i
Tabiîn dönemlerinde hadis tedvini vb.
gibi hadis tarihi ile ilgili konuları
kapsar.
- .391 Rihleler
Talebü'l-hadis ve bunun gibi hadis
toplamak için yapılan seyahatlara ait
kitaplardır.
- .392 A-Z Şahıs biyografyaları
- .392 2 Muhaddislerin tabakâtı
Toplu biyografyaları burada sınıf-
landırın.
- .392 4 Râvîlerin tabakâtı
İbn Sa'd'ın Tabakâtı, Buhârî'nin
Tarihü's-sağır ve Tarihü'l-kebir,
İbn Hibban'ın Sıkât'ı gibi râvîlerin
kritiklerini içeren toplu biyograf-
yaları burada sınıflandırın.
- .393-399 Coğrafik çalışmalar
297.39'a Tablo 2'den 3-9 arasında
numara ekleyin.

297.4

AKÂİD VE KELÂM İLMİ

297.4002-297.4008 arasında standart alt bölümler kullanılır.

Kelâm usûlünü 297.42-297.46 arasında sınıflandırın.

0016

Bibliyografyalar, kataloglar, fihristler

ÖZET

- 297.401 Ehl-i Sünnet'in itikâdî ve siyasî mezhepleri
 .402 Şîâ
 .403 Gulât-ı Şîâ
 .404 Hâricîler
 .405 Diğer mezheplerin akâidi
 .406 Kelâmî mezhepler
 .41 İmân ve İslâm akîdeleri
 .42 Allaha imân
 .43 Meleklerle imân
 .44 Kitaplara imân
 .45 Peygamberlere imân
 .46 Ahirete imân
 .47 İslâm ve diğer dinler.Münakaşa ve müdafaalar
 .49 Kelâm tarihi ve biyografyalar

297.401-297.406 Mezheplerin inanç esasları ve akâid kitapları

- .401 Ehl-i Sünnet'in itikâdî ve siyasî mezhepleri ve münakaşaları
 Ehl-i Sünnet'in Mu'tezile, Şîâ ve diğer mezheplerle olan münakaşalarını burada sınıflandırın.
 .401 1 Selefiye (Ehl-i Hadis)
 .401 2 Eş'ariye
 .401 21 Eş'ariye ve Mâtüridiye arasında münakaşalar

- .401 3 Mâtûridiye
Ebu Hanife'nin Fıkhü'l-ekber adlı eserini burada sınıflandırın.
- .402 Şîâ
Şîâ mezhepleri için, 297.402'ye 297.62-297.625 arasında numara ekleyin.
Örn: Zeydîlik'te inanç esasları 297.4022.
- .403 Gulât-ı Şîâ (Gâliye fırkaları)
Gâliye fırkaları için, 297.403'e 297.63-297.635 arasında numara ekleyin.
Örn: Alevîlik'te inanç esasları 297.4034.
- .404 Hâricîler
Hâricî mezhepleri için 297.404'e 297.64-297.646 arasında numara ekleyin.
Örn: İbâdîye'nin inanç esasları 297.4041.
- .405 Diğer mezheplerin akâidi
- .406 Kelâmî mezhepler
- .406 1 Mu'tezile (Kaderiye)
Usûl-i hamse'yi burada sınıflandırın.
Mu'tezile'nin Sünnîler ile münakaşalarını 297.401'de sınıflandırın.
- .406 11 Bağdat Mu'tezileleri
- .406 12 Basra Mu'tezileleri
- .406 2 Mürctie
- .406 21 Cebriyeci Mürctie
- .406 22 Kaderî Mürctie
- .406 23 Mûtedil Mürctie
- .406 3 Cebriye
- .406 4 Müşebbihe. Mücessime
- .406 5 Sıfâtiye
- .406 6 Diğer Kelâmî mezhepler
- .41 İmân ve İslâm akîdeleri
İmân ve amel, tasdik, küfr, eîfâz-ı küfr, töybe, münâfık, kebair ve sağair gibi imân konularını kapsar.
- .411 İlmihâl kitapları
- .412 Cep ilmihâlleri

- .413 Soru-cevap kitapları
- .42 Allaha imân
- .421 Allahın varlığının delilleri (İsbat-ı vacib)
Hudûs, imkân, hareket, ibda' ve illet-i gâiye, kemâl delillerini kapsar.
- .421 1 Rü'yetullah (Allahın ahirette görüneceği)
- .422 Allahın sıfatları ve ilâhi isimleri (Sıfat-ı vacib ve esmâü'l-ilâhiye)
Esmâü'l-hüsnâ (Allahın 99 ismi) dahildir.
Vücûd, kıdem, bekaa, muhalefetü'n-lil-havadis, hayat, ilm, basar, irâde vb. gibi sıfatlarını burada, Vahdaniyet sıfatını 297.423'de sınıflandırın.
- .423 Vahdaniyet (Tevhîd)
Tevhîd ve münacaâtları T811.2'de sınıflandırın.
- .424 Allahın fiilleri
Hilkât (Yaratılış)
Kâinat, cevher, arâz, insan, ruh vb. gibi konular.
- .424 2 Halk-ı ef'al-i ibâd (Kulların işlerinin yaratılması)
- .424 3 Kaza' kader ve irâde
- .424 4 Hayır ve şer'
- .424 5 Rızık ve ecel
- .424 6 Hüsün ve kubûh
- .424 7 Salâh ve aslâh
- .424 8 Allahın diğer fiilleri
- .43 Meleklerle imân
Meleklerin özellikleri, görevleri ile, Cebrâil, Azrâil, İsrâfil, Mikâil ve diğer melekleri kapsar.
- .431 Şeytan. Cın
- .44 Kitaplara imân
Karşılaştırmalı çalışmaları 297.18'de sınıflandırın.

- .45 Peyfamberlere imân (Nübüvvet)
 Bi'set, peygamberliğin isbatı, sıfatları ismet-i enbiya ve diğer Nübüvvet konularını kapsar.
 Kur'an'da adı geçen peygamberleri 297.155'de sınıflandırın.
 Peygamberler tarihini 297.971'de sınıflandırın.
- .451 Vahy ve ilhâm
 Kur'an'ın nüzûlünü 297.14'de sınıflandırın.
- .452 Peygamberlik ve mucize
 Hz.Muhammed'in mucizelerini de burada sınıflandırın.
 İslâm'da yalancı peygamberleri 297.95'de sınıflandırın.
- .46 Ahirete imân
 Mebde ve meâd konuları ile ruh, ölüm, berzah, kıyamet vb. gibi konuları kapsar.
- .461 Ahiret hayatı
 Kabir ve kabir halleri, yeniden diriltilme, sûr, kıyâm, mahşar, sırat, mizan, arasat, cennet, cehennem vb. gibi konuları kapsar.
- .462 Şefâât
- .47 İslâm ve diğer dinler. Münakaşa ve müdafalar (Reddiyeler)
 Karşılaştırmalı çalışmaları, İslâmın reddi ve müdafaasını burada sınıflandırın.
- .471 İslâm ve Putperestlik
- .472 İslâm ve Yahudilik
- .473 İslâm ve Hristiyanlık
- .474 İslâm ve Hinduizm
- .475 İslâm ve Budizm
- .476 İslâm ve Zerdüşt dini
- .477 İslâm ve diğer dinler

- .478 İslâm ve Ateizm
 . İslâm dininin diğer bilim ve disiplin-
 lerle ilişkilerini 297.091'de sınıflan-
 dırın.
 İslâm ve felsefe ilişkilerini, filozof-
 lara karşı müdafaasını 181.2'de sınıf-
 landırın.
 İslâm ve materyelizm, materyalistlere
 karşı müdafaasını 181.2'de sınıflandırın.
 İslâm ve rasyonalizmi İslâm'ın akılca
 din filozoflarına karşı müdafaasını
 297.401'de sınıflandırın.
- .49 Kelâm tarihi ve biyografyalar
 Devirlere göre yazılmış eserleri ve Kelâm
 tarihine ait genel eserleri burada sınıf-
 landırın.
- .492 A-Z Şahıs biyografyaları
 .492 2 Mütakellimî tabakâtı
 Burada sadece Ehl-i Sünnet'in itikâdî
 ve siyasî mezhepleri ile Kelâmî mez-
 heplerin tabakatını sınıflandırın.
 297.4922'ye 297.401-297.401 3 arasın-
 da ve 297.406-297.4066 arasında
 297.40'ı izleyen numaraları ekleyin.
 Örn: Mâtürîdî tabakâtı 297.492213.
 Diğer mezheplerin tabakanını 297.
 6922'de sınıflandırın.
- .493-499 Coğrafik çalışmalar
 297.49'a Tablo 2'den 3-9 arasında numara
 ekleyin.
- 297.5 FIKIH VE FIKIH İLMİ
 297.5002-297.5008 arasında standart alt bölümler
 kullanılır.
 Fıkıh usûlünü 297.58'de sınıflandırın.
- .0016 Bibliyografyalar, kataloglar, fihristler

ÖZET

- 297.501 Ehl-i Sünnet'in fikhî mezhepleri ve
 Dört imamın usûlleri ve ihtilâfları
 .502 Şîâ fikhı
 .503 Gulât-ı Şîâ fikhı
 .504 Hâricî fikhı

- .505 Diğer mezheplerin fıkıh usûlleri
- .51 İbâdetler
- .52 Şahıs hukuku ve aile hukuku
- .53 Muamelât (Ticaret hukuku)
- .54 Yargılama ve ceza hukuku (Ukûbât)
- .55 Hazer ve ibâhe. Günümüzde yeni fikhî konular
- .56 Vakıflar ve arazi hükümleri
- .57 Fetvâlar. Şer'î siciller, Sakk kitapları
- .58 Fıkıh ilmi (Usûl-i fıkıh)
- .59 Fıkıh tarihi ve biyografyalar

297.501-297.505 Mezheplerin usûl kitapları, fetvaları ve ihtilâfları

Burada sadece Fikhî mezheplerin usûllerini ilgili fetvalarını ve ihtilâflarını sınıflandırın. Mezhepleri genel olarak işleyen eserleri 297.61-297.69 arasında sınıflandırın.

- .501 Ehl-i Sünnet'in fikhî mezhepleri. Dört imamın usûlleri ve ihtilâfları
İlm-i hilâf-ı burada sınıflandırın.
297.501'e 297.61-297.615 5 arasında 61'i izleyen numaraları ekleyin.
Örn: Hanefî fikhî 297.5011
- .502 Şîâ Fikhî
297.502'ye 297.62-297.625 arasında 62'yi izleyen numaraları ekleyin.
Örn: Ca'feriye fikhî 297.5021.
- .503 Gulât-ı Şîâ fikhî
297.503'e 297.63-297.635 arasında 63'ü izleyen numaraları ekleyin.
Örn: Sebeiye fikhî 297.5031
- .504 Hâricî fikhî
297.504'e 297.64-297.646 arasında 64'ü izleyen numaraları ekleyin. Örn: Ezrâkiye fikhî 297.5043.
- .505 Diğer mezheplerin fıkıh usûlleri

297.51-297.57 Fıkıh meseleleri (Furû-ı fık)

- .51 İbâdetler
Otuziki, Ellidört Farz Şerhini burada sınıflandırın. İbâdetlere ait ilmihâl kitapları 297.411-297.412 arasında sınıflandırın.
- .511 Tahâret ve sular (miyâh). Abdest
- .511 1 Abdest
Abdestin farzları, sünnetleri, gual, teyemmüm ve diğer abdest çeşitleri.
Cenaze gaslını 297.512 4'de sınıflandırın.
- .512 Namaz (Salât) ve çeşitleri
Sehiv secdesi, kible hükümleri, ezân, ikâme ve diğer namaz konularını kapsar.
Namaz hocalarını 297.5002'de sınıflandırın.
Namaz dualarını 297.84'de sınıflandırın.
- .512 1 Farz namazları
Beş vakit, Cuma
Cuma hutbelerini 297.50081'de sınıflandırın.
- .512 2 Vâcib namazlar
Bayram ve vitir numazları
- .512 3 Nafile namazlar (Nevâfil namazlar)
Teravih, kuşluk (duha), tahıyyâtü'l-mescid, teheccüd, istihâre, hacet, tevbe, tesbih, istiskâ ve diğer nafile namazları kapsar.
- .512 4 Cenaze ve cenaze namazı
Cenazenin gaslı (yikanması), tekfini (kefenlenmesi), namazı, kabire konulması, telkin, vb. gibi.
- .513 Zekât ve sadaka-i fıtr (Fitre)
- .514 Oruç (Savm)
Hükümleri, keffareti ve oruç çeşitleri

- .515 Hac
 Menâsıkıhac, haccın farzları, vâcipleri, hac cinayetleri ile ifrâd, temettü, kıran haccı gibi hac çeşitleri ve ümre ziyaretlerini kapsar.
 Hedy kurbanını 297.516'da sınıflandırın.
 Hac rehberlerini 297.5002'de sınıflandırın.
- .516 Kurban
 Udhiyye. hedy, adâk, akîka kurban çeşitleri Sayd ve zebâyih' 297.553'de sınıflandırın.
 Kurban bayramını 297.822 2'de sınıflandırın.
- .517 Nezir ve yeminler (Adâk ve uhûd)
- .518 Cihâd. Devletler hukuku
 Gazâ ve şehitlik, ahidnâmeler, ganimetler, cizye vb. gibi.
 Ösr ve haracı 297.562'de sınıflandırın.
- .518 1 Ahkâm-ı sultanî
 Yönetim ahlâkını 297.815'de sınıflandırın.
 Mürted'i (dinden dönme) 297.5424'de sınıflandırın.
- .52 Şahıs hukuku ve aile hukuku
 Ahvâl-i şahsiye konularını kapsar.
- .521 Münâkehât (Nikâhlanma)
 Nikâh, velâyet, şahitlik, nesep, kasem, mihir, rıza', mut'a vb. gibi nikâh konularını kapsar.
- .522 Talâk (Boşanma) ve nafakalar
 Talâk-ı riç'i, bâin, talâk-ı selâse, fesih, liân, ilâ, zihâr ve keffareti vb. gibi boşanma konularını kapsar.
- .523 Ferâiz/İrs (Miras hukuku)
 Mirasın şartları, sebepleri, mirasa engel haller, mefkûd (kayıp kişi), vasiyet, ölüme bağlı haller.
- .523 1 Miras hesapları ve cetvelleri
- .524 Hukuk-ı ibâd (Kul hakkı)
 Itk'ı (köleliği) burada sınıflandırın.
 Borçlar hukukunu 297.53-297.539 arasında sınıflandırın.

- .53 Muâmelât (Ticaret hukuku)
Mecelle'yi burada sınıflandırın.
- .531 Bey' (alış veriş hükümleri)
Ribâ (faiz), şarf, selem ile satış,
hıyârât ihtikâr vb. gibi.
- .531 1 İcâre (Kiralama ve iş akdi)
- .532 Havâle. Kefâlet. Vekâlet
- .533 Rehin ve deyn/karz, karz-ı hasen
- .534 Emanet ve vedia'
- .534 1 Âriyet
- .534 2 Lûkata ve lâkit (Bulunmuş mal ve çocuk)
- .535 Hibe ve diğer sadakalar
Vakıfları 297.561'de sınıflandırın.
Zekât ve fitre; 297.513'de sınıflandırın.
- .536 Gasp ve itlâf
- .537 Hacr, ikrâh ve şuf'â
- .538 Kismet
- .539 Şirket
- .539 1 Mudârebe
- .539 2 İnan şirketi
- .539 3 Mesâkât
- .539 4 Diğer şirket ve ortaklıklar
İtk'ı (Kölelik) 297.524'de sınıflan-
dırın.
- .54 Yargılama ve ceza hukuku
- .541 Kazâ ve şehâdet
- .541 1 Kadı
- .541 2 Cinayetler
- .541 3 Davalar
- .541 4 Beyyineler (Deliller)
- .541 5 İkrâr
- .541 6 Sulh ve ibrâ
- .542 Ukûbât. Hudûd ve diyetler
- .542 1 Hadd cezaları (hudûd). Zina, recim,
kazf, şurb, katû't-tarîk bağı vb. gibi
cezalar.
- .542 2 Kisas ve diyetler

- .542 3 Ta'zîr (Adlî tevbîh)
- .542 4 Mürted/Riddet (Dinden dönme)
- .542 5 Diğer cezalar
Şer'î siciller ve sakk kitaplarını
297.57'de sınıflandırın.
- .55 Hazer ve ibâhe. Günümüzde Yeni Fıkhî konular
Yapılması haram veya helâl olan işleri
burada sınıflandırın.
Zühd ve takvâ'yı 297.71'de sınıflandırın.
- .551 Yiyecek ve içecekler
- .552 Tütün ve uyuşturucular
- .553 Sayd ve zebâyîh
Kurban ve nisâbını 297.516'da sınıflan-
dırın.
- .554 Resim (Tasvir) hükümleri
Heykel dahildir.
- .555 Mûzîkî (Gınâ) ve raka
- .556 Kumar, satranç ve diğer oyunlar
- .557 Tesettür (Örtünme)
- .558 Diğer konular
- .559 Günümüzde yeni fıkhî konular
Doğum kontrolü, tüp bebek vb. gibi
meseleler.
- .56 Vakıflar ve arazi hükümleri (Ahkâmü'l-evkâf
ve'l-arazi)
- .561 Vakıflar
Cinsi, amaca, vâkıf vb. gibi vakıf ko-
nularını kapsar.
Günümüzde İslâm vakıflarını 297.06'da
sınıflandırın.
- .561 1 Vakfiyeler
- .562 Arazi ve arazi hükümleri
Öşr ve haracı burada sınıflandırın.
- .562 1 Sular. Madenler
- .562 2 İhyâü'l-mevât (ölü toprağın canlandı-
rılması)
- .562 3 Umûmî yollar
- .562 4 Diğer arazi konuları

- .57 Fetvâlar. Şer'i siciller. Sakk kitapları (Sukûk)
İdarî, malî, cezaî çeşitli hukuk alanlarına ait emir ve fermanları toplayan kanûnnâmeleri, Kütübü'l-fetavâ'yı, mahkeme ilamları ve kadı hüccetlerini burada sınıflandırın.
- .58 Fıkıh ilmi (Usûl-i Fıkıh)
- .581 Şer'î deliller ve kaynakları
- .581 1 Kur'an
Kur'an'ın içine aldığı hükümleri 297.51-297.56 arasında sınıflandırın.
- .581 2 Sünnet
- .581 3 İcmâ'
İçtihâd'ı 297.583'de sınıflandırın.
- .581 4 Diğer şer'i kaynaklar
- .581 41 Sahâbenin fetvâları
- .581 42 İstihsân
- .581 43 Örf ve adet
- .581 44 İstislâh (Maslâhât-ı mürsele)
- .581 45 İstishâb
- .581 46 Zerâyi'
- .581 47 Önceki şeriâtlar (Şer'u men kablena)
- .582 Şer'i hükümler
Hakim, hüküm, teklifî hüküm, vaz'i hüküm vb. gibi.
- .582 1 Hüküm konusu ve mükellef (Mahkûmü'n-fih ve mahkûmü'n-aleyh)
- .582 2 İstinbât. Teşrî kaideleri (Nasslardan hüküm çıkarma)
- .582 21 Lâfzî bahisler
Zâhîr, nass, müfesser, muhkem ve hafî, müşkil mücmel, müteşâbih ve diğerleri.
- .582 22 Delâlet yolları
İbâre, işâret, delâlet, iktizâ.
- .582 23 Lâfzların muhtevası
Âmm ve hass, mutlak ve mukayyed, müsterek

- .582 24 Teklif sıygaları
Emr-i nehy, nâsih-mensûh
- .582 İctihâd
Rey ve icthâd, icthâd ve taklîd,
müçtehidlerin dereceleri ve müçtehid-
lerde aranan şartlar, telfîk-i mezâhib
ve fetva vb. gibi.
- .59 Fıkıh tarihi ve biyografyalar
- .592 A-Z Şahıs biyografyaları
- .592 2 Fukâhâ ve usûl bilginlerinin tabakâtı
Toplu biyografyaları burada sınıflan-
dırın.
Mezheplerin tabakâtını 297.6922'de;
İmâmların biyograflarını 297.692'de
sınıflandırın.
- .593-599 Coğrafik çalışmalar
297.59'a Tablo 2'den 3-9 arasında numa-
ra ekleyin.
Örn: Türk-İslâm hukuk tarihi 297.59561.

297.6 İSLÂM MEZHEPLERİ VE REFORM HAREKETLERİ
297.601-297 .608 arasında standart altı bölümler
kullanılır.

Bu bölümde sadece İslâm mezhep ve fırkalarının kuruluşları, gelişmeleri ve değişimlerini inceleyen eserler sınıflandırılır. Mezheplerin fıkıh ve Kelâm ilimlerindeki görüşlerini, usûl ve itikâtlarını Fıkıh ve Kelâm şemalarındaki özel numaraları altında sınıflandırın.

ÖZET

- 297.61 Sünnî mezhepler
- .62 Şîâ mezhepleri
- .63 Gulât-ı Şîâ (Gâliye fırkaları)
- .64 Hâricîler (Hevâric)
- .65 İslâm kaynaklı diğer mezhepler
- .67 Günümüzde mezhepler
- .68 Müslüman zenci hareketleri
- .69 Mezhepler tarihi ve biyografyalar

- .61 Sünnî mezhepler
Ehl-i Sünnet'in itikâdî ve siyasî mezheplerini 297.401-297.4013 arasında sınıflandırın.
- .611 Hanefî
.612 Şâfî
.613 Mâlikî
.614 Hanbelî
.614 1 Vahhâbîlik
.615 Yaşamayan Sünnî mezhepler (Münderis mezhepler)
.615 1 Evzâî
.615 2 Sevrî
.615 3 Leys b. Sa'd mezhebi
.615 4 Taberî
.615 5 Zâhirî
.62 Şîâ mezhepleri
.621 İmâmiye-İsnâ-aşeriye. Câ'feriye
.622 Zeydiye
.623 Râfizilik
.624 İsmâîliye, Bâtınîlik. Karmatîlik
.624 1 Dürzîlik
.625 Diğer Şîâ mezhep ve fırkaları
.63 Gulât-ı Şîâ (Gâliye fırkaları)
.631 Sebebiye
.632 Keysâniye
.633 Nusayriye (Alevîyyûn, İran Alevîliği)
.634 Alevîlik. Kızılbaşlık
.635 Bektaşîlik'i 297.7625'de sınıflandırın
.64 Hâricîler (Hevâric)
.641 İbâdiye
.642 Yezidiye
.643 Ezrâkiye
.644 Necedât
.645 Acârîde
.646 Diğer Nâricî mezhepleri

- .65 İslâm kaynaklı diğer mezhepler
- .651 Ahmedîye (Kadıyânîlik)
- .652 Bâbîlik. Bahâîlik
- Kelâmî mezhepleri 297.406'da sınıflandırın.
- .67 Günümüzde mezhepler
- .68 Müslüman zenci hareketleri
- .69 Mezhepler tarihi ve biyografyalar
- İslâm mezhepleri tarihini toplu olarak inceleyen eserleri burada sınıflandırın. Her mezhebin tarihini kendi özel numarasında sınıflandırın.
- .692 A-Z Şahıs biyografyaları
- .692 2 Mezheplerin tabakâtı
- 297.6922'ye 297.61-297.65 arasında 297.6'yı izleyen numaraları ekleyin. Örnek: Hanefî tabakâtı 297.692211.
- .693-699 Coğrafik çalışmalar
- 297.69'a Tablo 2'den 3-9 arasında numara ekleyin.

297.7

TASAVVUF VE TARİKATLAR

297.702-297.708 arasında standart alt bölümleri kullanılır.

Tasavvuf felsefesini 297.75'de sınıflandırın.

- . 016 Bibliyografyalar, kataloglar, fihristler
- .703 Tasavvuf istılahları
- .707 Tasavvuf eğitimi ve öğretimi
- Tarikatlarda eğitim öğretim mertebelerini 297.72'de sınıflandırın.

ÖZET

- 297.71 Tasavvufta haller, makamlar
- .72 Seyr ve sülûk. Tarikat âdâbı. Riyâzât ve mücâhedât
- .73 Sûfîyenin ahlâkı
- .74 Melâmet ve fütüvvet
- .75 Tasavvuf ilmi (Tasavvuf felsefesi)

- .76 Tarikatlar
- .77 Tarikatlar ve siyaset
- .79 Tasavvuf tarihi ve biyografyalar
- .71 Tasavvufta haller ve makamlar. (Ahvâl ve makâmât)
Usûl-i aşere'yi (Tövbe, zühd, tevekkül, kanaât, uzlet, zikir, Allaha teveccüh, murâkabe, rızâ, takvâ) burada sınıflandırın.
- .711 Hayâ, vefâ, gayret, aşk ve muhabbet (vecd ve cezbe) halleri
- .72 Seyr ve sülûk. Tarikat âdâbı. Riyâzât ve mücâhedât
Şeyh, çile, riyâzet, tâlîp, mürid, sâlik, vâsıl, icâzet, muahede, hizmet, halvet vb. gibi. konuları kapsar.
- .721 Sema' ve diğer ayinler
Tasavvuf müsîkisini 783.12'de sınıflandırın.
- .722 Tarikatlarda giyim kuşam âdâbı
Hırka, post, taç vb. gibi.
- .723 Evrâd ve zikir kitapları
Delâilü'l-hayrat vb. gibi.
- .724 Tasavvufî hikâye ve manzumeler
Tasavvuf edebiyatını 7811.21'de sınıflandırın.
- .724 1 Şathiyeler
Beyazîd-ı Bistâmî, Hallâc-ı Mansur olayı vb. gibi.
Menâkıb kitaplarını 297.7924'de sınıflandırın.
Hutbe ve mevazeler. Nutukları 297.7081'de; Mektup ve vasiyetleri 297.7082'de sınıflandırın.
- .73 Sûfiyenin ahlâkı
Sıdk, tevazû, afv, huşû, lûtf, ihlâs, ferâset ve benzeri iyi huylar ile nefis ayıplarını (uyûbü'n-nefs) kapsar.
- .74 Melâmet ve fütüvvet
Melâmetîlikten doğan tarikatlar.
297.762'de sınıflandırın.

- .742 Fütüvvet ve mürüvvet
- Ahilik'i burada sınıflandırın.
Fütüvvet teşkilatları ve fütüvvetnâmeleri 297.7065'de sınıflandırın.
- .75 Tasavvuf ilmi (Tasavvuf felsefesi)
- .751 Tasavvufun kaynakları
Hint-İran ve Hristiyan etkileri ile Tasavvufta Yeni Eflatunculuğu burada sınıflandırın.
- .752 Keşf ve marifet
- .752 1 Şeriât, tarikat, marifet, hakikât
- .753 Vahdet-i vücûd (Tevhîd) ve Vahdet-i şühûd
Hallac-ı Mansur olayını 297.7241'de sınıflandırın.
İbnü'l-Ârabî, Sadreddin Konevî, İmâm Rabbânî ve Ahmed Sirhindî'nin Allahın varlığı hakkındaki görüşlerini burada sınıflandırın.
- .754 Velâyet
İbnü'l-Ârabî, Hâkim Tirmizî, İbn Hal-dun'un velâyetle ilgili görüşlerini burada sınıflandırın.
- .755 Kerâmet
Evliyâların çeşitli kerâmetlerini ve menkıbelerini 297.7924'de sınıflandırın.
- .756 İnsan-ı kâmil
- .756 1 Hakikâtü'l-Muhammediye
- .757 Tarikat-şeriât ihtilâfları
- .758 Tasavvuf ilmine ait diğer konular
Tasavvufî tefsirleri 297.256'da sınıflandırın.
- .76 Tasavvuf ve tarikatlar
- .761 Kadirîye ve kolları
- .761 1 A-Z Yemen-Somali kolları: Esedîye, Yafiîye, Muşariîye, Urabiye
- .761 2 A-Z Irak kolları: İsevîye, Hilâlîye, Ekberîye, Halîsiye
- .761 3 A-Z Hindistan kolları: Benâve, Gurzmar, Garîbiye
- .761 4 A-Z Anadolu kolları: Eşrefîye, Hindîye, Nâbulîsiye, Vuslatîye, Rumiye (İsmâîliye)

- .761 5 A-Z Mısır kolları: Ferîdîye, Kasımîye
 .761 6 A-Z Magrib kolları: Ammârîye, Arûsîye, Bü'aliye, Cilâle
 .761 7 Batı Sudan kolu: Bakkâîye
 Sühreverdiye'yi 297.765'de sınıflandırın.
 .761 8 A-Z Diğer Kadirîye kolları
 .762 Melâmetîlikten doğan tarikatlar
 .762 1 Câmîye
 .762 2 Kübrevîye (Fırdevsîye)
 .762 21 Aydarûsîye
 .762 22 Hemedânîye
 .762 23 İgtîşâsîye
 .762 24 Nûrbahşîye
 .762 25 Nûrîye (Kurucusu: Nureddin Abdurrahman el-İsfarainî)
 .762 26 Ruknîye
 .762 27 Diğer Kübrevîye kolları
 .762 3 Haydarîye
 .762 4 Kalenderîye
 .762 5 Bektâşîye. Hurûfîye
 Alevîlik, Kızılbaşlık'ı 297.634'de sınıflandırın.
 .762 6 Bayramîye Melâmîleri. Hamzavîye (II.devre Melâmîleri)
 .762 7 Nûrîye Melâmîleri (III.devre Melâmîleri)
 .762 8 Diğer Melâmîler
 .763 Nakşîbendîye ve kolları
 .763 1 Ahrârîye
 .763 11 Ahmedîye (Kurucusu: İmâm-ı Rabbanî)
 .763 12 Tâcîye
 .763 13 Kâsânîye
 .763 2 Müceddidîye
 .763 21 Mazharîye
 .763 3 Hâlidîye
 .763 31 Biberîye
 .763 4 Esedîye

- .763 5 Reşidiye
Melâmîye'yi 297.762 7'de sınıflandırın.
- .763 6 A-Z Diğer Nakşîbendî tarikatları
- .764 Rifâîye ve kolları
- .764 1 Harîrîye
- .764 2 Keyâlîye
- .764 3 Sa'diye. Abdüsselâmiye. Vefâîye
- .764 4 Seyyâdiye
- .764 5 Bâzîye
- .764 6 Malîkîye
- .764 7 Nûrîye (Nûreddin Habib el-Hadisî'ye nispet edilir)
- .764 8 A-Z Diğer Rifâî kolları
- .765 Sühreverdiye ve kolları
- .765 1 Safevîye (Erdebîlîye)
- .765 11 Bayramîye
Bayramîye Melâmîleri'ni 297.7626'da sınıflandırın.
- .765 111 Şemsîye
- .765 112 Himmetîye
- .765 113 A-Z Celvetîye ve kolları: Haşîmîye, Fenâîye, Hudâîye ve diğerleri
Halvetîye'yi 297.766'da sınıflandırın.
- .765 2 Celâlîye-Buhârîye (Hindu kolu)
- .765 3 Cemâlîye (İran kolu)
- .765 4 Rûşenîye (Efgan kolu)
- .765 5 Zeynîye (Bursa kolu)
- .765 6 A-Z Diğer Sühreverdiye kolları
- .766 Halvetîye ve kolları
- .766 1 Rûşenîye
- .766 11 Gülşenîye
- .766 12 Sezâîye
- .766 13 Haletîye
- .766 14 Demirtaşîye
- .766 2 Cemâlîye ve kolları
- .766 21 Sünbülîye
- .766 22 Şâbânîye

- .766 221 A-Z Karabaşıye ve kolları: Nasuhîye,
Çerkeşîye, İbrahimiye (Kuşadaviye),
Bekriye, Kemâliye
- .766 23 Halîliye
- .766 24 Hefneviye
- .766 241 Ticânîye
- .766 242 Derdîriye
- .766 243 Sâviye
- .766 25 Summanîye
- .766 251 Fevziye (Hülvetîye)
- .766 26 Assâliye
- .766 27 Bahşîye
- .766 28 Cahîdiye
- .766 29 Diğer Cemâliye kolları
- .766 3 Ahmedîye (Yiğitbaşıye. III.Ahmedîye)
- .766 31 Ramazânîye
- .766 311 Cihangîriye
- .766 312 Buhûriye
- .766 313 Raûfiye
- .766 314 Cerrâhîye
- .766 32 Niyâziye (Mısriye)
- .766 33 Sinânîye
- .766 331 Muslihîye
- .766 332 Zührîye
- .766 34 Hayâtîye
- .766 35 Selâhîye
- .766 36 Uşşâkiye
- .766 361 Cemâliye (Kurucusu: Edirneli Şeyh
Cemaleddin Efendi. III.Cemâliye)
- .766 4 Şemşîye. Sivâsiye
- .766 5 Şerkâviye (Mısır kolu)
- .766 6 A-Z Diğer Halvetîye kolları
- .767 Şâzelîye ve kolları
- .767 1 Ahmedîye (Bedevîye)
- .767 11 Şinnâviye
- .767 12 Merâzîka
- .767 13 Kennâsiye

- .767 14 Enbâbiye
.767 15 Cüzûliye
.767 151 A-Z Derkâve ve kolları: Hemâdise, İsevîye, Taybîye ve diğerleri.
.767 15 Merâfiye. Sütûhiye
.767 17 Beyyûmiye
.767 18 A-Z Diğer Ahmedîye kolları
.767 2 Burhanîye (Desûkiye) ve kolları:
.767 21 Şarnûbiye
.767 22 Âşûriye
.767 23 Tâziye
.767 3 Gâziye
.767 4 Kerzâziye
.767 5 Süheyliye
.767 6 Yûsufiye
.767 7 Ziyânîye
.767 8 Vefâîye
.767 81 Bekriye
.767 9 Diğer Şâzelîye kolları
.768 Mevlevîye
.768 1 Şemşiye
.768 2 Veledîye
.768 3 Postnişiye
.768 4 İrşâdiye
.769 Yesevîye ve diğer Türk Tarikatları
.77 Tarikatlar ve siyaset
Osmanlı İmparatorluğu dönemindeki dinî isyanları ve irticayı burada sınıflandırın.
.771 Cumhuriyet'in ilânından sonraki akımlar
.771 1 Nurculuk
Risâle-i Nur'u burada sınıflandırın.
.771 2 Süleymancılık
.771 3 Işıkçılık
.771 4 Diğer akımlar
.79 Tasavvuf tarihi ve biyografyalar
.792 A-Z Şahıs biyografyaları.

.792 2

Mutasavvıfların tabakâtı

Toplu biyografyaları burada sınıflan-
dırın.

Tarikatların tabakâtını 297.761-297.
769 arasında kendi özel numaralarında
sınıflandırın.

.792 4

Evliyâ tezkîreleri ve menâkıb kitapları

.793-799

Coğrafik çalışmalar

297.79'a Tablo 2'den 3-9 arasında numa-
ra ekleyin.

297.8

İSLÂM AHLÂKI VE ÂDÂBI

297.801-297.808 arasında standart alt bölümleri
kullanılır.

.808

Mecmualar, Hutbe ve mektuplar ve diğer belgeler

Dua mecmualarını 297.841'da; Hutbe ve mevi-
zeler; mektup ve vasiyetleri 297.86'da sı-
nıflandırın.

ÖZET

- 297.81 İslâm ahlâkı
- .82 İslâm âdâbı ve merasimler
- .83 İslâm'da çeşitli inançlar
- .84 Dua ve salâvât
- .85 İlâhîler ve kasideler
- .86 Hutbe ve mevizeler. Mektup ve vasiyetler
- .87 Ahlâkî ve dinî hikâyeler
- .88 Ahlâk ve âdâbla ilgili diğer konular
- .89 İslâm ahlâkı ve âdâbı tarihi ve biyografyalar

.81

İslâm ahlâkı

İslâm filozoflarının ahlâk anlayışı
181.2'de; Sûfîlerin ahlâk ve âdabını
297.73'de sınıflandırın.

- .811 Kişi ahlâkı
Hz.Muhammed'in ahlâkını 297.924'de sınıflandırın.
Doğruluk, faziyet, sabır, iffet, hicâp gibi güzel ahlak ve huylar ile yalancılık, gıybet, fesâd, zulüm vb. gibi kötü ahlak ve huyları kapsar.
- .811 1 Kişinin devlete karşı görevleri
- .811 2 Kişi ahlâkına ait diğer konular
- .8 Aile ahlâkı
- .812 1 Karı-koca ilişkileri
- .812 2 Evlâtlar. Evlat terbiyesi
- .812 3 Ana baba ve evlât ilişkileri
- .812 4 Aile ahlâkına ait diğer konular
- .813 Toplum ahlâkı (İçtimâî ahlâk)
Dostluk, komşuluk, akrabalık ilişkileri, ziyaretler, yardımlaşma, selamlaşma, musafaha vb. gibi konuları kapsar.
- .813 1 İslâm ve gençlik
- .813 2 İslâm toplumunda kadın
- .814 Eğitim-öğretim, iş, ticaret ahlâkı
- .815 Yönetim ahlâkı (Siyasî ahlâk)
Baltanat, vezirlik, ihtisâb vb. gibi.
Ahkâm-ı sultanî'yi 297.5181'de sınıflandırın.
Kişinin devlete karşı görevlerini 297.8111'de sınıflandırın.
- .815 1 Sıyâsethâmeler
- .816 Diğer ahlâkî konular
- .82 İslâm âdâbı ve merasimler
İslâm âdâbında şer'î hükümleri 297.51-297.57 arasında sınıflandırın. Milli örf ve âdetleri 390.9'da sınıflandırın.
- .821 Konuşma, yemek-içmek, giyim, eğlence âdâbı
Hazer ve ibâhe'yi 297.55'de sınıflandırın.
- .822 Doğum, ölüm, sünnet (hitân), düğün ve diğer merasimler
Kabir ziyaretlerini 297.824'de; Cenaze ve cenaze namazını 297.5124'de sınıflandırın.

- .823 Bayramlar, Kutsal gün ve geceler
 .823 1 Ramazan bayramı
 .823 2 Kurban bayramı
 .823 3 Mevlîd gecesi ve Mevlîd kandilleri
 .823 4 Mirâç gecesi (Leyletü'l-isrâ)
 .823 5 Kadir gecesi. Berâat gecesi
 .823 6 Regâib gecesi
 .823 7 Diğer kutsal gün ve geceler
 .824 Kabir ziyaretleri. Ziyaret yerleri
 Kabir dualarını 297.842'de sınıflandırın.

297.824 1-297.824 7 Kutsal ziyaretgâhlar

- .824 1 Hicaz Bölgesi ziyaretgâhları
 Mekke, Medine ve diğer şehirler
 .824 11 Ravza-i mutahhara (Hz.Muhammed'in kabri)
 .824 2 A-Z Türkiye'de mezar ve ziyaretgâhlar.Adâk yerleri
 .824 3 Irak mezarları
 Necef, Kerbelâ, Kâzımîye, Samerra, İmam Rıza meşhedleri.
 .824 4 İran mezarları ve meşhedleri
 .824 5 Diğer slâm ülkelerinde ziyaretgâhlar
 297.8245'e Tablo 2'den 3-9 arasında numara ekleyin Örn: Hindistan'da ziyaretgâhlar 297.824554.
 .83 İslâm'da çeşitli inançlar
 İstihare dahildir.
 .831 Din dışı inançlar. Bi'dat ve hurâfeler
 Büyü, tılsım, muska, nazar değmesi, istihza, remil, cefr vb. gibi.
 .84 Dua ve salâvât
 Sûfîlerin zikir ve dualarını 297.723'de sınıflandırın.
 .841 Dua kitapları ve mecmuaları
 Sahife-i seccadiye vb. gibi.
 .842 Özel dualar
 Bereket (Kırınca), hâcet, sofrâ, kabir, tevbe, yağmur, ism-i âzâm, tesbih duası ve diğer dualar.

- .85 İlahîler kasideler
 . Hz.Muhammed'e methiyeler, naat ve şiirleri (Mevlîd) T811.2'de sınıflandırın.
- .86 Hutbe ve mevizeler. Mektup ve vasiyetler
 Hz.Muhammed'in hutbe ve mektuplarını 297.36'da; Halifelerin hutbelerini 297.981-297.984 arasında sınıflandırın.
- .861 Öğütler, sohbetler
- .862 Mektup ve vasiyetler
- .87 Ahlâkî ve dinî hikâyeler
 Kur'an'dan kıssaları 297.154'de sınıflandırın.
- .88 Ahlâk ve âdâbla ilgili diğer konular
- .89 İslâm ahlâkı ve âdâbı tarihi ve biyografyalar
- .892 A-Z Şahıs biyografyaları
- .892 2 Vaiz, hatip ve ahlâk âlimlerinin tabakâtı
 Toplu biyografyaları burada sınıflandırın.
- .893-899 Coğrafik çalışmalar
 297.89'a Tablo 2'den 3-9 arasında numara ekleyin.

297.9 İSLÂM DİNİ TARİHİ VE SİYER

Bu şemada sadece İslâm dini tarihine ait eserleri sınıflandırın. İslâm ülke ve devletlerinin tarihlerini Dewey Onlu Tasnif ve Relatif Endeks'in tarih şemasındaki özel numaralarında sınıflandırın.

297.901-297.908 arasında standart alt bölümler kullanılır. Hz.Muhammed'in hutbe ve mektuplarını 297.36'da Halifelerin hutbelerini 297.981-297.984 arasında sınıflandırın.

ÖZET

- 297.91 İslâmiyetten önce Arabistan
- .92 Siyer-i Nebevî. Şemâil-i Şerîf
- .93 Hz.Muhammed'in kutsal emanetleri

- .94 Ashâb-ı kirâm
 - .95 İslâm'da yalancı peygamberler
 - .96 Ensâb ve şecereler
 - .97 İslâm uluları
 - .98 Hulefâ-i Raşidîn dönemi
 - .99 İslâm'da ilk siyasî ihtilâf ve ihtilâller
-
- .91 İslâmiyetten önce Arabistan
 - Mekke müşriklerinin Ehl-i hanife karşı faaliyetleri
 - .92 Siyer-i Nebevî. Şemâil-i Şerîf
 - .921 Hz. Muhammed'in nesebi
 - Ecdadı, dedesi, babası, annesi, amcaları
 - .922 Hz. Muhammed'in hayatı
 - Doğumu (vilâdeti), çocukluğu, gençliği (irhasât), peygamberliğin gelişi, savaşları ve vefatı
 - .922 1 Doğumundan Bi'sete kadar (571-611 H.)
 - .922 2 Bi'setten hicrete kadar (611-622 H.)
 - Hirâ'da inzivâ, ilk vahyin gelişi, ilk müslümanlar, Taif yolculuğu, Mirâc ve akâbe biatları.
 - .922 3 Hicretten vefatına kadar (622-632 H.)
 - Medine dönemini kapsar.
 - Veda haccı hutbesini 297.36'da sınıflandırın.
 - .923 Hz. Muhammed'in savaşları
 - Bedir, Sevik Gazâsı, Uhûd, Hendek ve diğer savaşlar ile antlaşmaları kapsar.
 - Megâzı kitaplarını burada sınıflandırın.
 - .924 Hz. Muhammed'in ahlâkı, kişiliği, felsefesi (Siret-i Nebevî)
 - Hasâis kitaplarını burada sınıflandırın.
 - Süyûtî'nin el-Hasâisü'n-Nebevîye'si gibi.
 - Hz. Muhammed'in mucizelerini 297.452'de sınıflandırın.

- .924 A-Z Hz.Muhammed'in ailesi ve yakınları
(Ehl-i Beyt)
Hz.Muhammed'in dedesi, babası, annesi
ve amcalarını 297.921'de sınıflandırın.
Eşleri (Ümmühât-ı müslimîn) ve evlât-
larını burada sınıflandırın.
- .93 Hz. Muhammed'in kutsal emanetleri
Hz. Muhammed'in öğütlerini 297.36'da sı-
nıflandırın.
Hz. Muhammed'e methiyeler, naat ve şiir-
leri T811.2'de sınıflandırın.
- .94 Ashâb-ı kirâm
Hulefâ-i Raşidîn'i 297.981-297.984 ara-
sında sınıflandırın.
- .942 A-Z Aşere-i Mübeşşere
- .944 A-Z Tâbiîn ve Teba-i Tabiîn
- .95 İslâm'da yalancı peygamberler
Müşeyemetü'l-kezzâb, Tuleyhâ, Esvedü'l-
arşı ve diğerleri
- .96 Ensâb ve şecereler
Hz. Muhammed'in nesebini 297.921'de
sınıflandırın.
- .97 İslâm uluları biyografyası (Ekâbir-i
İslâmiye)
Toplu biyografyaları burada sınıflandırın.
- .971 Peygamberler tarihi
- .98 Hulefâ-i Raşidîn dönemi
- .981 Ebu Bekir Sıddık dönemi (632-634 H.)
- .981 1 Hayatı ve hutbeleri
- .982 Ömer b. Hattâb dönemi (634-644 H.)
- .982 1 Hayatı ve hutbeleri
- .983 Osman b. Affân dönemi (644-656 H.)
- .983 1 Hayatı ve hutbeleri
- .984 Ali b. Ebî Tâlib dönemi (656-661 H.)
- .984 1 Hayatı ve hutbeleri
- .99 İslâm'da ilk siyasî ihtilâf ve ihtilâller
- .991 Hz. Hüseyin ve Kerbelâ olayı (681 H.)